

ARTEP 14-423-30-MTP

---

**Mission Training Plan  
for  
Finance Detachment**

**OCTOBER 2003**

**DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.**

---

**HEADQUARTERS  
DEPARTMENT OF THE ARMY**

**This publication is available at Army  
Knowledge Online ([www.us.army.mil](http://www.us.army.mil))  
and the General Dennis J. Reimer  
Training and Doctrine Digital Library at  
([www.adtdl.army.mil](http://www.adtdl.army.mil))**

# **MISSION TRAINING PLAN FOR FINANCE DETACHMENT**

## **TABLE OF CONTENTS**

	<u>PAGE</u>
<b>TABLE OF CONTENTS.....</b>	<b>i</b>
<b>PREFACE.....</b>	<b>iii</b>
<b>CHAPTER 1. UNIT TRAINING.....</b>	<b>1-1</b>
1-1. General.....	1-1
1-2. Supporting Material.....	1-1
1-3. Contents.....	1-2
1-4. Operational Environment.....	1-2
1-5. Missions and Tasks.....	1-3
1-6. Warrior Ethos.....	1-3
1-7. Principles of Training.....	1-3
1-8. Conducting Training.....	1-5
1-9. Combined Arms Training Strategy.....	1-8
1-10. Feedback.....	1-8
<b>CHAPTER 2. TRAINING MATRIX.....</b>	<b>2-1</b>
2-1. General.....	2-1
2-2. Mission to Collective Tasks Matrix.....	2-1
<b>CHAPTER 3. MISSION OUTLINE.....</b>	<b>3-1</b>
3-1. General.....	3-1
3-2. Mission Outline.....	3-1
<b>CHAPTER 4. TRAINING EXERCISES.....</b>	<b>4-1</b>
4-1. General.....	4-1
4-2. Field Training Exercise.....	4-1
4-3. Situational Training Exercises.....	4-1
4-4. Safety.....	4-1

---

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

\*This publication supersedes ARTEP 14-423-30-MTP, dated 29 September 1994.

	<u>Page</u>
<b>CHAPTER 5. TRAINING AND EVALUATION OUTLINES.....</b>	<b>5-1</b>
5-1. Introduction.....	5-1
5-2. Structure.....	5-1
5-3. Format.....	5-1
5-4. Use.....	5-2
<b>CHAPTER 6. EXTERNAL EVALUATION.....</b>	<b>6-1</b>
6-1. General.....	6-1
6-2. Preparing the Evaluation.....	6-1
6-3. Selecting Observer Controllers.....	6-1
6-4. Training the Observer Controllers.....	6-1
6-5. Recording External Evaluation Information.....	6-2
6-6. Selecting and Training the Opposing Forces.....	6-2
6-7. Conducting the Evaluation.....	6-3
6-8. Conducting the After-Action Review.....	6-4
<b>APPENDIX A - THREAT ASSESSMENT.....</b>	<b>A-1</b>
<b>APPENDIX B - TRAINING SAFETY AND ENVIRONMENTAL PROTECTION.....</b>	<b>B-1</b>
<b>GLOSSARY.....</b>	<b>Glossary - 1</b>
<b>REFERENCES.....</b>	<b>References - 1</b>
<b>USER FEEDBACK.....</b>	<b>Questionnaire - 1</b>

## **PREFACE**

1. This Army Training and Evaluation Program (ARTEP) Mission Training Plan (MTP) provides the primary comprehensive training program for a finance detachment (FD), table of organization and equipment (TOE) 14423L000, to perform its critical wartime mission. The ARTEP MTP is for use by unit leaders, the primary trainers, to prepare for, conduct, and evaluate their training.
2. The cornerstone of this ARTEP MTP is the unit's TOE mission. All ARTEP MTP materials focus on helping the unit train the collective and individual tasks that, when performed together, enable the unit to accomplish its TOE missions. The ARTEP MTP directly links individual tasks and collective tasks to mission accomplishment. In addition to stating what tasks a unit must accomplish to perform its mission, this document also suggests how a unit should train the tasks.
3. All training must be task-based, and performed to standard. The standards in this ARTEP MTP describe the minimum level of performance a unit must achieve in order to successfully perform its mission. While these standards may be raised, they should never be reduced.
4. Basic doctrinal guidance for the FD is contained in FM 14-100, Financial Management Operations. How doctrine is trained is addressed in FMs 7-0, Training the Force, and 7-1, Battle Focused Training.
5. Unless otherwise stated, whenever the masculine gender is used, both men and women are included.
6. The proponent for this publication is Headquarters, Training and Doctrine Command (HQ TRADOC). Submit recommendations for changes to improve this publication on Department of the Army Form (DA Form) 2028, Recommended Changes to Publications and Blank Forms, to COMMANDER, US ARMY SOLDIER SUPPORT INSTITUTE (USASSI), ATTN: ATSG-TD, 10000 HAMPTON PARKWAY, FORT JACKSON, SC 29207-7025.

**CHAPTER 1**

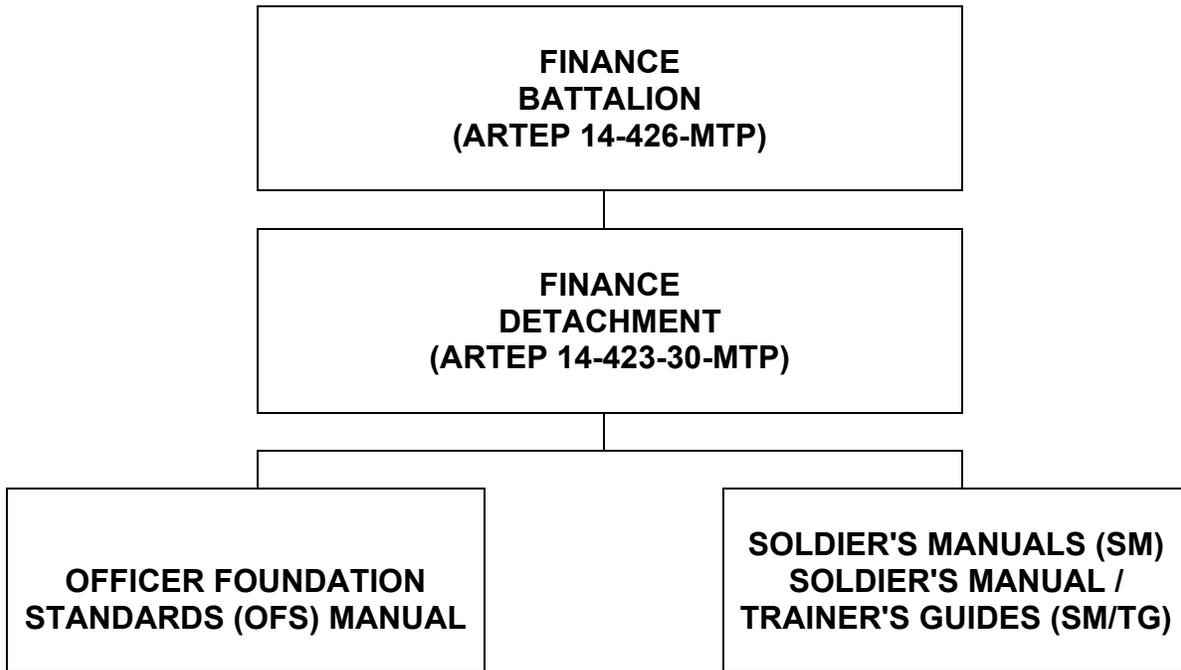
**Unit Training**

1-1. General. This Army Training and Evaluation Program Mission Training Plan (ARTEP MTP) provides the commander and leaders with guidance on how to train the key missions of the unit. The specific details of the unit's training program will depend on the following factors:

- a. Unit's Mission Essential Task List (METL).
- b. Chain of command training directives and guidance.
- c. Training priorities of the unit.
- d. Availability of training resources and areas.

1-2. Supporting Material. This MTP describes a critical mission-oriented unit-training program that is part of the next higher echelon's training program. Figure 1-1 illustrates the relationship of the following supporting materials for this unit's training program:

- a. ARTEPs 14-426-MTP and 14-423-30-MTP. Both MTPs indicate the relationship of the next higher headquarters training program to the unit's training mission.
- b. Soldier Training Publications:
  - (1) Soldier's Manuals (SM) and Soldier's Manual/Trainer's Guide (SM/TG) for the appropriate Military Occupational Specialty (MOS) and skill levels.
  - (2) Officer Foundation Standards (OFS) Manuals (formerly Military Qualification Standards (MQS)).



**Figure 1-1. MTP Echelon Relationship Diagram**

1-3. Contents. The MTP is organized into six chapters:

a. Chapter 1, Unit Training, provides the explanation and organization of the MTP. This chapter explains how to use this MTP for establishing an effective training program.

b. Chapter 2, Training Matrix, provides the relationship between missions and collective tasks.

c. Chapter 3, Mission Outline/Training Plan, provides the mission orientation for training. It is used to determine training activities to be performed to achieve critical wartime proficiency. The mission outline presents a graphic portrayal of the relationship between the critical wartime mission and the subordinate tasks inherent to that mission.

d. Chapter 4, Training Exercises, consists of a field training exercise (FTX) and its supporting situational training exercises (STX). They provide training information and a pre-constructed scenario. They can also serve as a part of an internal or external evaluation. Commanders may modify these exercises to suit their units' training needs.

e. Chapter 5, Training and Evaluation Outlines (T&EO), provides the training and evaluation criteria for all the tasks this unit must master to effectively perform its mission. Each task is a T&EO that identifies task steps, performance measures, individual and leader tasks, and opposing force (OPFOR) counter-tasks. Each T&EO is part of a mission and, in various combinations, composes training exercises in Chapter 4.

f. Chapter 6, External Evaluation, provides instructions and examples for the planning, preparation, and execution of an external evaluation.

1-4. Operational Environment.

a. Commanders and leaders at all levels must conduct training with respect to a wide variety of missions across the full spectrum of operations. These operations may include combined arms, joint, multinational, and interagency considerations, and span the entire breadth of terrain and environmental possibilities. Commanders must always strive to set the training conditions as closely as possible to those expected for actual operations.

b. The operational missions of the Army include not only war, but also military operations other than war (MOOTW). Offensive and defensive operations normally dominate military operations in war, along with some small-scale contingencies. Stability operations and support operations normally dominate in MOOTW. Commanders may combine different types of operations simultaneously or sequentially to accomplish missions in war and MOOTW. The wide range of possible missions complicates training, as Army forces cannot train for every possible mission. Army forces train for war and prepare for other specific missions as time and circumstances permit and contingencies direct.

c. Army forces use a train-alert-deploy sequence. We cannot count on the time or opportunity to correct or make up training deficiencies after alert or deployment. Maintaining forces that are ready now, places increased emphasis on training and the priority of training. This concept is a key link between operational and training doctrine.

d. Units train to be ready for war based on the requirements of a concise and specific mission; in the process they develop a foundation of combat skills that can be refined based on the requirements of the assigned mission. In the train-alert-deploy process, commanders use whatever time the alert cycle provides to continue refinement of mission-focused training. Training continues during time available between alert notification and deployment, between deployment and employment, and even during employment as units adapt to the specific battlefield environment and assimilate combat replacements.

1-5. Missions and Tasks. This MTP will support the specified mission found in the TOE, and implied missions that this unit must perform in order to accomplish that mission. The commander may supplement these missions with his own. The following is a listing of the missions for this unit:

a. TOE Mission. Provide Finance Support for an Area of Operations. Provide military pay support, commercial vendor services, disbursing/funding support, and finance data base maintenance for units and personnel in the area of responsibility.

b. Implied Missions:

- (1) Conduct Mobilization/Deployment Operations.
- (2) Relocate Unit.
- (3) Conduct Finance Operations.
- (4) Conduct Redeployment/Demobilization Operations.

c. Each of these missions may be trained individually or jointly with other missions. Training is based on the criteria described in the T&EOs. Several T&EOs can be trained as an STX. Various combinations of STXs can be used to develop an FTX for the unit to practice its entire mission responsibility. Several STXs can be used to evaluate the unit's ability to perform multiple missions under stress in a realistic environment.

d. Individual soldier tasks (including those identified in Chapter 5 as "Leader" tasks) that support the unit's missions are trained and mastered to appropriate STP (SM, SM/TG, OFS Manual) standards through unit training, battle simulations, and execution of the unit's missions.

1-6. Warrior Ethos.

a. The Warrior Ethos, introduced in initial entry training and emphasized throughout all phases of institutional training, must continue to be developed and emphasized in unit training. It must become a way of life for all soldiers. It must be the foundation of all Army operations and activities. Leaders must assess and refine all unit training, operations, and other activities to assure that they clearly and emphatically support building and maintaining the Warrior Ethos.

b. The Warrior Ethos drives personal commitment to excellence and ethical mission accomplishment. It is a fundamental characteristic of our soldiers, which sets them apart from all others in the world. It exemplifies ethical behavior and Army values. The Warrior Ethos forms the foundation for the American Soldier's spirit and total commitment to victory, in peace and war. Soldiers put the mission first, refuse to accept defeat, never quit, and never leave a fellow soldier behind. Their absolute faith in themselves and their comrades and their unwavering commitment to the nation makes the United States Army invariably persuasive in peace and invincible in war.

1-7. Principles of Training. This MTP is based on the following ten training principles as described in FMs 7-0, Training the Force, and 7-1, Battle Focused Training.

a. Commanders are Responsible for Training.

(1) Commanders are responsible for the training and performance of their soldiers and units. They are the primary training managers and trainers for their unit, are actively engaged in the training process, and adhere to the principles of training. To accomplish their responsibilities, commanders must:

- Be present at training to maximum extent possible
- Base training on mission requirements
- Train to applicable Army standards

- Assess current levels of proficiency
- Provide the required resources
- Develop and execute training plans that result in proficient individuals, leaders, and units

(2) Commanders delegate authority to NCOs within the chain of command as the primary trainers of individuals, crews, and small teams. They hold NCOs responsible for conducting standards-based, performance-oriented, battle-focused training and provide feedback on individual, crew, and team proficiency.

b. NCOs Train Individuals and Small Teams. NCOs continue the soldierization process of newly assigned enlisted soldiers, and begin their professional development. NCOs are responsible for conducting standards-based, performance-oriented, battle-focused training. They identify specific individual and small team tasks that support the unit's collective mission essential tasks. They plan, prepare, rehearse, execute, and evaluate training. They conduct after action reviews (AARs) to provide feedback to the commander on individual and small team proficiency. Senior NCOs coach junior NCOs to master a wide range of individual tasks.

c. Train as a Combined Arms and Joint Team. The Army provides a Joint Force Commander (JFC) with trained and ready forces that expand the command's range of military options in full spectrum operations. Army commanders tailor and train forces to react quickly to any crisis. Army forces provide a JFC the capability to:

- Seize areas previously denied by the enemy
- Dominate land operations
- Provide support to civil authorities

d. Train for Combat Proficiency. The goal of all training is to achieve defined standards. This develops and sustains combat capable warfighting organizations. To achieve this, units must train to standard under realistic conditions. Achieving standards requires hard work by commanders, staff officers, unit leaders, and soldiers. Commanders and leaders must seek realism in training, yet must operate within the confines of safety and common sense. They must also be willing to initially accept less than perfect results.

(1) Realistic Conditions. Tough, realistic, and intellectually and physically challenging training excites and motivates soldiers and leaders. Realistic training builds competence and confidence by developing and honing skills, and inspires excellence by fostering initiative, enthusiasm, and eagerness to learn. Successful completion of each training phase increases the capability and motivation of individuals and units for more sophisticated and challenging achievements. This is a commander's continuous quest.

(2) Performance Oriented. Units become proficient in the performance of critical tasks and missions by actually practicing or doing the tasks and missions. Soldiers learn best by doing, using an experiential, hands-on approach. Commanders and subordinate leaders are responsible to plan and develop training that will provide these opportunities.

e. Train to Standard Using Appropriate Doctrine. Training must be done to the Army standard and conform to Army doctrine. In cases where mission tasks involve emerging doctrine or non-standard tasks, commanders establish the tasks, conditions and standards using mission orders and guidance, lessons learned from similar operations, and their professional judgment. FM 3-0, Operations, provides the doctrinal foundation, and supporting doctrinal manuals describe common tactics, techniques, and procedures (TTP) that permit commanders and organizations to adjust rapidly to changing situations. In units, new soldiers will have little time to learn non-standard procedures. Therefore, units must train to the Army standard contained in the MTP and soldier training publications, while applying Army doctrine and current regulatory guidance.

f. Train to Adapt. Commanders train and develop adaptive leaders and units, and prepare their subordinates to operate in positions of increased responsibility. Repetitive, standards-based training provides relevant experience. Commanders intensify training experiences by varying training conditions. Training experiences coupled with timely feedback build competence. Leaders build unit, staff, and soldier confidence when they consistently demonstrate competence. Competence, confidence, and discipline promote initiative and enable leaders to adapt to changing situations and conditions. They improvise with the resources at hand, exploit opportunities and accomplish their assigned mission in the absence of orders. Commanders at every echelon integrate training events in their training plans to develop and train imaginative, adaptive leaders and units.

g. Train to Maintain and Sustain. Soldier and equipment maintenance is a vital part of every training program. Soldiers and leaders are responsible for maintaining all assigned equipment and supplies in a high state of readiness to support training or operational missions. Units must be capable of fighting for sustained periods of time with the equipment they are issued. Soldiers must become experts in both the operation and maintenance of their equipment. This link between training and sustainment is vital to mission success.

h. Train Using Multi-Echelon Techniques. Multi-echelon training is the most effective and efficient way of sustaining proficiency on mission essential tasks with limited time and resources. Commanders use multi-echelon training to:

- Train leaders, battle staffs, units, and individuals at each echelon of the organization simultaneously.
- Maximize use of allocated resources and available time.
- Reduce the effects of personnel turbulence.

i. Train to Sustain Proficiency. Once individuals and units have trained to a required level of proficiency, leaders must structure individual and collective training plans to retrain critical tasks at the minimum frequency necessary to sustain proficiency. Your unit must be prepared to go to war on short notice. In order to sustain proficiency, you must train-evaluate-train. Sustainment requires practice and repetition. Evaluation of these practices illuminates training weaknesses. Training emphasis must always stay on sustaining skills and correcting identified weaknesses simultaneously. The mission outline and sequentially smaller training components allow you to select tasks and groups of tasks to facilitate this process and reduce planning time.

j. Train and Develop Leaders. Commanders have a duty and execute a vital role in leader training and leader development. They teach subordinates how to fight and how to train. They mentor, guide, listen to, and "think with" subordinates. They train leaders to plan training in detail, prepare for training thoroughly, execute training aggressively, and evaluate short-term training proficiency in terms of desired long-term results. Training and developing leaders are embedded components of every training event. Nothing is more important to the Army than building confident, competent, adaptive leaders for tomorrow.

1-8. Conducting Training. This MTP will facilitate the planning, preparation, and conduct of unit training as explained in FMs 7-0, Training the Force, and 7-1, Battle Focused Training.

a. The commander will assign the missions and tasks for training based on his METL and training guidance from the next higher HQ. Trainers must plan and execute training in support of this guidance.

b. The commander will review the mission outlines in Chapter 3 to determine whether the FTXs and STXs provided will support or can be modified to support command guidance.

c. The commander will prioritize the tasks that need training. Time is seldom available to train everything. The commander must consider his assessment of the unit's proficiency, the most likely critical missions, and the most difficult sustainment skills.

d. Commanders, after approving the task list, will integrate training tasks into training schedules by:

- (1) Listing the tasks in the priority and frequency they need to be trained.
- (2) Estimating the training time required and how multi-echelon training can be used for the best results.
- (3) Determining where the training can take place.
- (4) Establishing training responsibilities. The leaders of the elements being trained must always be involved.
- (5) Organizing the training into blocks of time and training vehicles.

e. Commanders must determine the equipment, training aids, devices, simulations and simulators (TADSS), and supplies needed to conduct training.

f. Commanders must keep subordinate leaders informed and oversee their training. Standards must be enforced.

g. Training Execution. All good training, regardless of the specific collective, leader, and individual tasks being executed, must comply with certain common requirements. These include adequate preparation, effective presentation and practice, and thorough evaluation. The execution of training includes preparation for training, conduct of training, and recovery from training.

(1) Preparation for Training. Formal near-term planning for training begins with the publication of the unit training schedule. Informal planning, detailed coordination, and preparation for executing the training continue until the training is performed. Commanders and other trainers use training meetings to assign responsibility for preparation of all scheduled training. Preparation for training includes selecting tasks to be trained, planning the conduct of the training, training the trainers, reconnaissance of the site, issuing the training execution plan, and conducting rehearsals and pre-execution checks. Pre-execution checks are preliminary actions commanders and trainers use to identify responsibility for these and other training support tasks. They are used to monitor preparation activities and to follow up to ensure planned training is conducted to standard. During preparation for training, commanders identify and eliminate potential training distracters that develop within their own organizations. They also assure maximum attendance at training.

(a) Subordinate leaders, as a result of the bottom-up feedback from internal training meetings, identify and select the collective, leader, and individual tasks necessary to support the identified training objectives. Commanders develop the tentative plan to include requirements for preparatory training, concurrent training, and training resources. At a minimum, the training plan should include confirmation of training areas and locations, training ammunition allocations, availability of training simulations and simulators, transportation requirements, soldier support items, a risk management analysis, assignment of responsibility for the training, designation of trainers responsible for approved training, and final coordination. The time and other necessary resources for retraining must also be an integral part of the original training plan.

(b) Leaders, trainers, evaluators, observer/controllers (OC), and opposing forces (OPFOR) must be identified, trained to standard, and rehearsed prior to the conduct of the training. They must be coached on how to train, given time to prepare, and rehearsed so that training will be challenging and doctrinally correct. Commanders ensure that trainers and evaluators are not only tactically and technically competent on their training tasks, but also understand how the training relates to the organization's METL. Properly prepared trainers, evaluators, and leaders project confidence and enthusiasm to those being trained. Trainer and leader training is a critical event in the preparation phase of training. These individuals must demonstrate proficiency on the selected tasks prior to the conduct of training.

(c) Commanders, with their subordinate leaders and trainers, conduct site reconnaissance, identify additional training support requirements, and refine and issue the training execution plan. The training plan should identify all those elements necessary to ensure the conduct of training to standard. Rehearsals are essential to the execution of good training. Realistic, standards-based, performance-oriented training requires rehearsals for trainers, support personnel, evaluators, OCs and OPFOR. Preparing for training in reserve component (RC) organizations can require complex pre-execution checks. RC trainers must often conduct detailed coordination to obtain equipment, training support system products and ammunition from distant locations.

(2) Conduct of Training. Ideally, training is executed using the crawl-walk-run approach. This allows and promotes an objective, standards-based approach to training. Crawl events are relatively simple to conduct and require minimum support from the unit. After the crawl stage, training becomes incrementally more difficult, requiring more resources from the unit and home station, and increasing the level of realism. At the run stage, the level of difficulty for the training event intensifies. Run stage training requires optimum resources and ideally approaches the level of realism expected in combat. Progression from the walk to the run stage for a particular task may occur during a one-day training exercise or may require a succession of training periods over time. Achievement of the Army standard determines progression between stages.

(a) In crawl-walk-run training, the tasks and the standards remain the same; however, the conditions under which they are trained change. Commanders may change the conditions, for example, by increasing the difficulty of the conditions under which the task is being performed, increasing the tempo of the task training, increasing the number of tasks being trained, or by increasing the number of personnel involved in the training. Whichever approach is used, it is important that all leaders and soldiers involved understand in which stage they are currently training and understand the Army standard.

(b) An example of the crawl-walk-run approach occurs in the unit executing an STX. In the crawl stage, the unit conducts a dismounted rehearsal of the task. In the walk stage, the unit conducts a full rehearsal of the task. In the run stage, the unit executes several iterations of the task against an OPFOR. Some iterations are conducted under nuclear, biological and chemical conditions, and some during periods of limited visibility. During each iteration of the task, the unit strives to achieve the objective to the standard described in the T&EO.

(c) An AAR is immediately conducted and may result in the need for additional training. Any task that was not conducted to standard should be retrained. Retraining should be conducted at the earliest opportunity. Commanders should program time and other resources for retraining as an integral part of their training plan. Training is incomplete until the task is trained to standard. Soldiers remember the standard enforced, not the one discussed.

(3) Recovery From Training. The recovery process is an extension of training, and once completed, it signifies the end of the training event. At a minimum, recovery includes conduct of maintenance training, turn-in of training support items, and the conduct of AARs that review the overall effectiveness of the training just completed.

(a) Maintenance training is the conduct of post-operations preventive maintenance checks and services, accountability of organizational and individual equipment, and final inspections. Support items are maintained, accounted for, and turned-in. Training sites and facilities are closed out.

(b) AARs conducted during recovery focus on collective, leader, and individual task performance, and on the planning, preparation and conduct of the training just completed. Unit AARs focus on individual and collective task performance, and identify shortcomings and the training required to correct deficiencies. AARs with leaders focus on tactical judgment. These AARs contribute to leader learning and provide opportunities for leader development. AARs with trainers, evaluators, OCs, and OPFOR provide additional opportunities for leader development.

1-9. Combined Arms Training Strategy (CATS).

a. Commanders can use CATS when developing unit-training plans. CATS is a guide, a flexible system that provides commanders with a menu of training tasks and events from which they can plan training based on their current assessment of METL proficiency and available resources. CATS assists commanders to optimize allocation of available training resources against training required to attain and sustain METL proficiency. It helps balance training requirements with allocated training resources. CATS outlines a recommended mix of live training and simulations to execute unit training. CATS is not prescriptive, but merely a guide to assist commanders in developing training plans, and frequently resources are not available to execute all the training events recommended in CATS.

b. This unit's training strategy, a document to be published separately on the Reimer Digital Library, is a descriptive training strategy that provides a means for training to standard by listing required training events, critical training gates, training event frequencies, and training resources. The commander selects from this MTP those tasks required to train his METL. The training strategies provided in the MTP provide the means whereby those tasks can be trained through a focused and integrated training plan.

1-10. Feedback. Recommendations for improvement of this MTP are requested. Feedback will help to ensure that this MTP answers the training needs of units in the field. There is a questionnaire at the end of the MTP to make it easier to send recommendations and comments.

## CHAPTER 2

### Training Matrix

2-1. General. The training matrix assists the commander in planning the training of his unit's personnel.

2-2. Mission-to-Collective-Tasks Matrix. This matrix (Figure 2-2), identifies the missions and their supporting collective tasks. The tasks are listed under the appropriate Battlefield Operating System (BOS). A specific mission is trained by identifying collective tasks in the vertical column for the mission. Based on the proficiency of the unit, training is focused on operational weaknesses. Figure 2-1 provides mission identification for the unit.

<b>Mission Identification Table</b>
<p><b><u>Mission Title</u></b></p> <ul style="list-style-type: none"> <li>• Conduct Finance Operations</li> <li>• Conduct Mobilization/Deployment Operations               <ul style="list-style-type: none"> <li>• Conduct Redeployment/Demobilization Operations</li> </ul> </li> <li>• Relocate Unit</li> </ul>

**Figure 2-1. Mission Identification Table**

COLLECTIVE TASKS	CONDUCT FINANCE OPERATIONS	CONDUCT MOBILIZATION/ DEPLOYMENT OPERATIONS	CONDUCT REDEPLOYMENT/ DEMOBILIZATION OPERATIONS	RELOCATE UNIT
<b>Deploy/Conduct Maneuver</b>				
14-7-8001 Perform Recall Activities		X		
14-7-3508 Move to Mobilization Station		X		
14-7-3510 Conduct Mobilization Activities		X		
12-7-0601.14-0602 Prepare Personnel for Deployment (FD)		X		
63-2-8004.14-8004 Perform Predeployment Supply Activities		X		
63-2-8005.14-8005 Perform Predeployment Maintenance		X		
63-1-8003.14-8003 Perform Predeployment Training		X		
14-7-8021 Perform Port of Embarkation/ Debarkation Activities		X	X	
14-7-3402 Deploy to Theater of Operations		X		
63-2-1002.14-1002 Prepare Unit to Move		X	X	X
63-2-1008.14-1008 Perform Advance/Quartermen Party Activities		X		X

COLLECTIVE TASKS	CONDUCT FINANCE OPERATIONS	CONDUCT MOBILIZATION/ DEPLOYMENT OPERATIONS	CONDUCT REDEPLOYMENT/ DEMOBILIZATION OPERATIONS	RELOCATE UNIT
07-2-1123.14-1123 Conduct Tactical Road March				X
14-2-3804 Deploy a Finance Support Team	X			
12-7-8014.14-8014 Prepare Personnel for Redeployment			X	
63-2-8016.14-8016 Perform Redeployment Supply Activities			X	
63-2-8017.14-8017 Perform Redeployment Maintenance			X	
14-7-3512 Redeploy From a Theater of Operations			X	
63-2-8022.14-8022 Perform Home Station Activities for Redeployment			X	
63-2-8024.14-8024 Conduct Demobilization Activities			X	
<b>Protect the Force</b>				
63-2-1006.14-1006 Defend March Elements				X
03-3-C226.14-C226 Cross a Chemically Contaminated Area		X	X	X
03-3-C208.14-C208 Cross a Radiologically Contaminated Area		X	X	X
44-1-C221.14-C221 Take Active Air Defense Measures Against Hostile Aerial Platforms	X			X
14-7-4030 Establish Unit Defense	X			
07-3-4130.14-4130 Defend Unit Area	X			
14-7-1016 Employ OPSEC Measures	X	X	X	X
14-7-1000 React to Terrorist Operations	X	X	X	X
14-7-1200 Prepare for Chemical Biological Attack	X	X	X	X
03-3-C203.14-C203 Respond to a Chemical Attack	X	X	X	X
03-4-0019.14-0019 Respond to a Biological Attack	X	X	X	X
03-3-C206.14-C206 Prepare for a Nuclear Attack	X	X	X	X
03-3-C223.14-C223 Respond to the Initial Effects of a Nuclear Attack	X	X	X	X
03-3-C222.14-C222 Respond to the Residual Effects of a Nuclear Attack	X	X	X	X
03-3-C224.14-C224 Conduct Operational Decontamination	X	X	X	X

COLLECTIVE TASKS	CONDUCT FINANCE OPERATIONS	CONDUCT MOBILIZATION/ DEPLOYMENT OPERATIONS	CONDUCT REDEPLOYMENT/ DEMOBILIZATION OPERATIONS	RELOCATE UNIT
63-2-1023.14-1023 Conduct Hasty Displacement	X			
<b>Perform CSS and Sustainment</b>				
14-7-4000 Establish Support Site	X			
14-2-3803 Conduct Finance Sustainment Operations	X			
14-2-3801 Perform Disbursing Operations (FD)	X			
12-6-3201.14-3201 Maintain Unit Strength	X			
11-2-C302.14-C302 Operate a Single-Channel Voice Radio Net	X	X	X	X
43-2-R002.14-R002 Perform Operator-Level Maintenance Operations	X	X	X	X
08-2-0003.14-0003 Treat Casualties	X	X	X	X
08-2-C316.14-C316 Transport Casualties	X	X	X	X
19-3-3106.14-3106 Process Enemy Prisoners of War	X			X
19-2-C701.14-C701 Process Captured Documents and Equipment	X			X
10-2-C318.14-C318 Perform Unit Graves Registration (GRREG) Operations	X			X
<b>Exercise Command and Control</b>				
14-7-3817 Maintain Troop Morale and Combat Capability	X	X	X	X
14-7-4033 Perform Risk Management Procedures	X	X	X	X

Figure 2-2. Collective Tasks to Missions



## CHAPTER 3

### Mission Outline

3-1. GENERAL. This chapter provides a mission outline that illustrates the relationship between the missions and their supporting critical collective tasks.

3-2. MISSION OUTLINE. Unit training is mission-oriented. Figure 3-1 shows how task training contributes to the ability of this unit to perform its missions. The mission outline provides the commander with a visual outline of his unit's missions in a format that facilitates training planning and management.

**FTX 14-2-E0001  
PROVIDE FINANCE SUPPORT FOR AN AREA OF OPERATIONS**

<b>STX 14-2-E0002 CONDUCT MOBILIZATION/ DEPLOYMENT OPERATIONS</b>	<b>STX 14-2-E0003  RELOCATE UNIT</b>	<b>STX 14-2-E0004  CONDUCT FINANCE OPERATIONS</b>	<b>STX 12-2-E0005 CONDUCT REDEPLOYMENT/ DEMOBILIZATION OPERATIONS</b>
14-7-8001	63-2-1002.14-1002	14-7-4000	14-7-4033
14-7-3508	14-7-4033	14-7-4030	63-2-1002.14-1002
14-7-3510	43-2-R002.14-R002	14-7-1016	14-7-1016
12-7-0601.14-0602	14-7-1016	14-7-4033	14-7-1000
14-7-4033	63-2-1008.14-1008	14-7-1000	14-7-8018
63-2-8004.14-8004	07-2-1123.14-1123	07-3-4130.14-4130	63-2-8017.14-8017
63-2-8005.14-8005	11-2-C302.14-C302	11-2-C302.14-C302	43-2-R002.14-R002
63-1-8003.14-8003	63-2-1006.14-1006	12-6-3201.14-3201	12-7-8014.14-8014
14-7-8018	19-3-3106.14-3106	14-2-3804	63-2-8022.14-8022
14-7-8021	19-2-C701.14-C701	14-2-3801	63-2-8016.14-8016
14-7-3402	03-3-C226.14-C226	14-2-3803	14-7-8021
14-7-1016	03-3-C208.14-C208	10-2-R320.14-R320	14-7-3512
14-7-1000	03-3-C224.14-C224	43-2-R002.14-R002	63-2-8022.14-8022
14-7-3817	44-1-C221.14-C221	14-7-3817	63-2-8024.14-8024
63-2-1002.14-1002	14-7-1000	44-1-C221.14-C221	11-2-C302.14-C302
43-2-R002.14-R002	08-2-0003.14-0003	14-7-1200	*03-3-C226.14-C226
63-2-1008.14-1008	08-2-C316.14-C316	03-3-C203.14-C203	*03-3-C208.14-C208
11-2-C302.14-C302	14-7-3817	63-4-0019.14-0019	*14-7-3817
*03-3-C226.14-C226	*14-7-1200	03-3-C206.14-C206	*14-7-1200
*03-3-C208.14-C208	*03-3-C203.14-C203	03-3-C223.14-C223	*03-3-C203.14-C203
*14-7-1200	*63-4-0019.14-0019	03-3-C222.14-C222	*03-4-0019.14-0019
*03-3-C203.14-C203	*03-3-C206.14-C206	03-3-C224.14-C224	*03-3-C224.14-C224
*03-4-0019.14-0019	*03-3-C223.14-C223	08-2-0003.14-0003	*03-3-C206.14-C206
*03-3-C224.14-C224	*03-3-C222.14-C222	08-2-C316.14-C316	*03-3-C223.14-C223
*03-3-C206.14-C206	*10-2-C318.14-C318	10-2-C318.14-C318	*03-3-C222.14-C222
*03-3-C223.14-C223		19-3-3106.14-3106	*08-2-0003.14-0003
*03-3-C222.14-C222		19-2-C701.14-C701	*08-2-C316.14-C316
*08-2-0003.14-0003		63-2-1023.14-1023	*19-3-3106.14-3106
*08-2-C316.14-C316			*19-2-C701.14-C701
*19-3-3106.14-3106			
*19-2-C701.14-C701			

**Figure 3-1. Mission Outline**

\* These T&EOs are optional to this STX. The primary training on these T&EO occurs in other STXs. OCs and trainers may develop and implement situations that inject these tasks into the STX. In most cases, their use should be limited to the "run" phases of training with units that have mastered the basic T&EOs.

## CHAPTER 4

### Training Exercises

4-1. General. Training exercises are used to train and evaluate the performance of collective tasks. These exercises are designed to assist in developing, sustaining, and evaluating the unit's proficiency. This MTP has one FTX and four STXs. They provide a basic plan to achieve proficiency in the mission identified for the Finance Detachment. They are listed in Table 4-1.

**Table 4-1**  
**Training Exercises**

EXERCISE	TITLE	PAGE
FTX 14-2-E0001	Provide Finance Support for an Area of Operations	4-2
STX 14-2-E0002	Conduct Mobilization/Deployment Operations	4-9
STX 14-2-E0003	Relocate Unit	4-14
STX 14-2-E0004	Conduct Finance Operations	4-19
STX 14-2-E0005	Conduct Redeployment/Demobilization Operations	4-24

4-2. Field Training Exercise. The FTX is conducted under simulated combat conditions in the field. It exercises command and control of all echelons in battle functions against actual or simulated opposing forces. It provides a logical sequence for the performance of tasks previously trained in the STXs.

4-3. Situational Training Exercises. The STX is a short, scenario-driven, mission-oriented tactical exercise used to train a group of closely related collective tasks. An STX may be modified by the unit commander based on the mission, enemy, terrain, troops, time available, and civil considerations (METT-TC) factors, mission essential task list (METL), and equipment. The STXs in this chapter provide information for training the supporting missions, which together make up the critical wartime mission. The STXs perform the following functions:

- a. Provide repetitive training on the critical wartime mission.
- b. Allow the unit to practice the supporting missions before the critical wartime mission.
- c. Allow trainers and observers controllers (OC) to identify weaknesses and provide specialized training assistance.
- d. Save time by providing a majority of the information needed to develop a vehicle for training.

4-4. Safety. Safety must be a major consideration in all training. All soldiers and leaders must be safety-conscious. OCs, trainers, and leaders have the responsibility to ensure all training is conducted within the established safety constraints. Prior to beginning each exercise, commanders must complete a risk assessment and brief all personnel on specific safety measures to be observed during execution. Training safety is addressed in Appendix B to this MTP.

**FINANCE DETACHMENT**  
**FTX 14-2-E0001**  
**PROVIDE FINANCE SUPPORT FOR AN AREA OF OPERATIONS**

1. Objective. This FTX provides the finance detachment (FD) training in its critical wartime mission. This FTX can also be used for internal and external evaluations. This FTX uses all Training and Evaluation Outlines (T&EO) listed in Chapter 5 of this document. Likewise, it incorporates all T&EO contained in the STXs in this chapter.

2. Interface.

a. This FTX can be trained in conjunction with the FTX in ARTEP 14-426-MTP, Finance Battalion.

b. The FD is dependent upon appropriate external elements for legal, finance, and human resources support. It is dependent upon appropriate elements of the unit to which assigned or attached for health services, religious support, food service, unit administration, unit maintenance of organic equipment, and logistics, communications, and unit maintenance support.

c. The following STXs support this FTX:

(1) Conduct Mobilization/Deployment Operations (STX 14-2-E0002).

(2) Relocate Unit (STX 14-2-E0003).

(3) Conduct Finance Operations (STX 14-2-E0004).

(4) Conduct Redeployment/Demobilization Operations (STX 14-2-E0005).

3. Training Enhancers. Pre-FTX training activities that will help the FD receive maximum benefit from the conduct of this FTX include the following:

a. Prior to conducting this FTX, unit personnel should be fully trained on the STXs in this chapter, and on their supporting individual tasks. This FTX combines and integrates the tasks presented initially in the STXs. Once the basics of the FTX are mastered, the FTX should be conducted under increasingly complex and challenging conditions.

b. Leaders should prepare for the FTX by reviewing their operational procedures and the ARTEP MTP collective tasks. This training enhances planning, control, and coordination skills, and builds communication among unit personnel.

c. Map reconnaissance provides an excellent means to train leaders. A map reconnaissance acquaints leaders with the terrain in which they will be operating and provides a wealth of information to assist in planning activities at all levels.

d. Leaders should review the written results of previous FTXs, STXs, other training activities conducted by their unit and sister units, lessons learned publications, after-action reports from recent training, and reports maintained by the Center for Army Lessons Learned (CALL).

e. All key individuals should personally review pertinent operation plans (OPLAN), doctrinal publications, and the tactical standing operating procedure (TSOP) of the unit they are supporting and the unit to which they are assigned. This material should also be covered with subordinates in formal or informal training sessions.

f. Leaders should wargame and talk through the major events contained in the training exercise. By discussing their respective actions in response to these situations, a higher level of understanding and enhanced prior planning are achieved. This understanding and planning subsequently result in prompt, systematic, well integrated, and effective responses to situations whether encountered in training or in combat. This training also helps the commander communicate his intent to key leaders and soldiers.

g. Make maximum effort to include this unit as a participant in the command post and field training activities conducted by its supported units. The participation of less than the full unit or by individual officers and NCOs also provides very valuable training.

4. General Scenario. This FTX begins with the receipt of a mobilization order for RC units and a deployment warning order for AC units. It continues through a series of suggested training activities that progress through each of the STXs, ending with the final after-action review (AAR). These training activities are expanded and annotated with estimated times in Table 4-2. The collective tasks that are trained in this FTX are listed sequentially in Table 4-4. The FTX ends with the unit redeploying to its home station or another location and, if applicable, being demobilized. Figure 4-1 illustrates the general scenario of task performance in this exercise. During all phases of the scenario, the commander, leaders, and soldiers must be alert to the possibility of terrorist operations and hostile attempts to obtain information.

5. General Situation. The active component (AC) or reserve component (RC) FD is attached to a finance battalion (FB) and involved in conducting its mission. The RC FD has been alerted for mobilization with subsequent instructions for deployment to an OCONUS Theater. The AC FD has been directed to deploy to a new theater to conduct finance operations. Threat forces in the new theater have NBC, ground, and air attack capabilities. While conducting all activities, the detachment may encounter terrorist operations.

6. Special Situation. The RC FD has received a mobilization order with the follow-on instructions contained below. The AC FD has received the following order:

Commence immediate preparation for deployment to BORLAND. Upon arrival, be prepared for onward movement to support the \_\_\_\_\_. Deployment will be from Wickshire AFB during the window DDTTTTZ MMM YY -- DDTTTTZ MMM YY. Information on deployment destination and times will not be released to non-unit personnel and families. Further guidance follows.

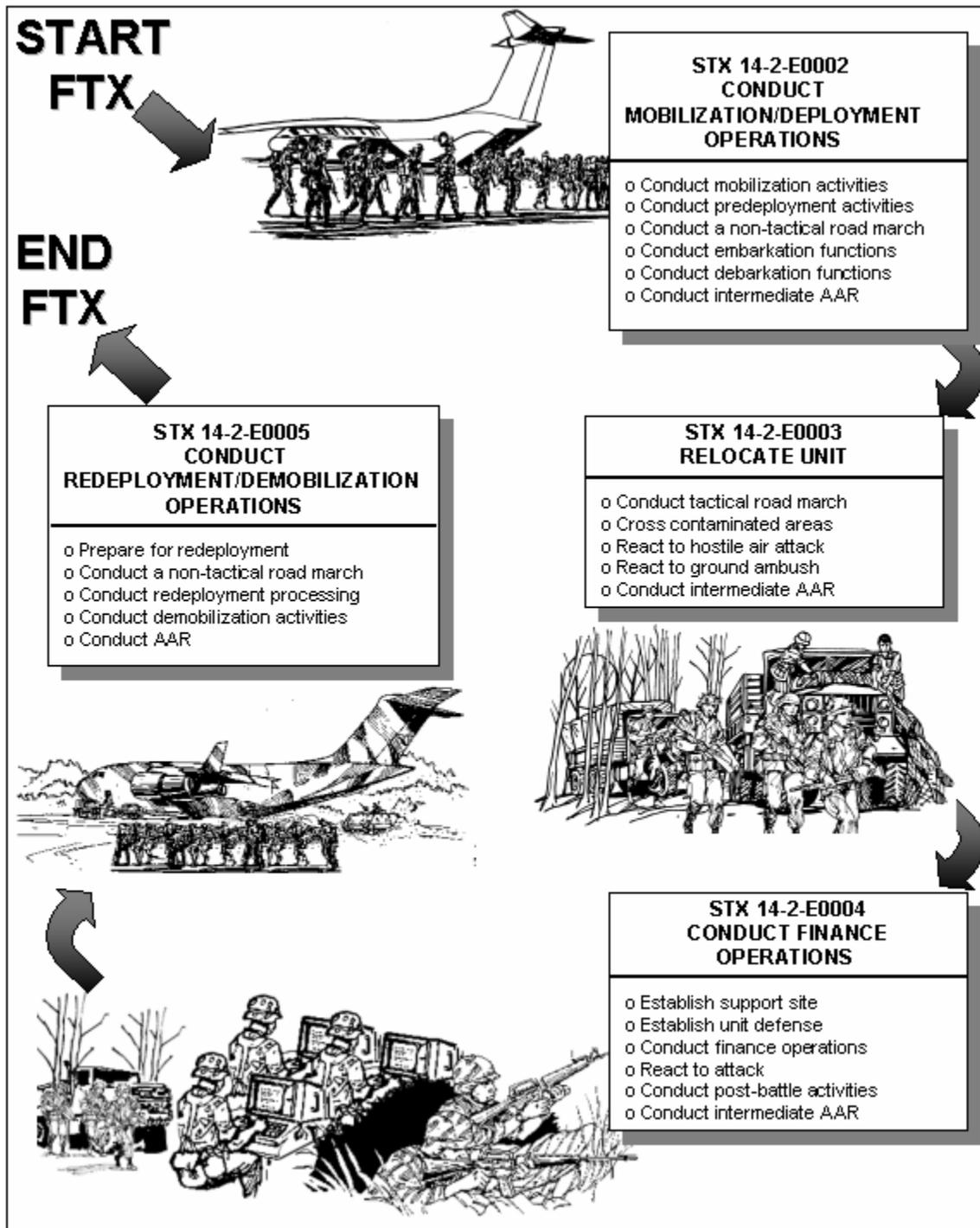


Figure 4-1. General Scenario Illustration

**Table 4-2**  
**FTX 14-2-E0001 Scenario**

SEQUENCE	EVENT	ESTIMATED TIME
1	Conduct mobilization activities	3 hr
2	Conduct predeployment activities	4 hr
3	Conduct a non-tactical movement	1 hr
4	Conduct embarkation functions	2 hr
5	Conduct debarkation functions	2 hr
6	Conduct intermediate AAR	1 hr
7	Conduct tactical road march	* 5 hr
8	Cross contaminated areas	* 1 hr
9	React to hostile air attack	* 1 hr
10	React to ground ambush	* 2 hr
11	Conduct intermediate AAR	1 hr
12	Establish support site	** 4 hr
13	Establish unit defense	** 1 hr
14	Conduct finance operations	10 hr
15	React to attack	2 hr
16	Conduct post-battle activities	1 hr
17	Conduct intermediate AAR	1 hr
18	Prepare for redeployment	1 hr
19	Conduct a non-tactical movement	1 hr
20	Conduct redeployment processing	2 hr
21	Conduct demobilization activities	2 hr
22	AAR	2 hr
<b>TOTAL ESTIMATED TIME</b>		<b>45 hr</b>

NOTES:

(1)\* Time for these events is included in the time indicated for the non-tactical movement.

(2)\*\* Events in this group are performed simultaneously. The highest time period was used in establishing the total estimated time.

(3) Events will be trained to standard, not to time.

(4) The time required to train an event may vary based on mission, enemy, terrain, troops, time available, and civil considerations (METT-TC) factors and the training proficiency of the unit.

#### 7. Support Requirements.

a. Minimum trainers and observer controllers (OC). This FTX should be conducted under the direction of personnel external to the detachment. This makes it possible for all FD personnel to receive full benefit of the training. At least three OC are required for the training. All OC must be thoroughly trained in their duties and responsibilities and should have previous experience in an FD or FB.

b. Opposing forces (OPFOR). A 5- to 10- person OPFOR element is required for this FTX. The OPFOR must be trained to perform the OPFOR tasks contained in this MTP. When employed, they must be supervised to assure they operate in accordance with the standards provided in these tasks. The OPFOR OC must exercise close control over the actions of the OPFOR.

c. Multiple integrated laser engagement system (MILES) should be used whenever available by OPFOR and individuals participating in the portions of this exercise where direct contact with OPFOR is most likely. OC personnel must also be trained and prepared to assess damage to equipment and identify personnel casualties.

c. Vehicles and communications. Vehicles and communications equipment organic to the FD are used. Communications equipment and vehicles are also needed to support OCs and the OPFOR.

d. Maneuver area. Several training areas are needed for this FTX. Mobilization and deployment activities are conducted using the unit's garrison area, a road network suitable for a non-tactical move, and a port of embarkation (POE) or an area in which a POE can be simulated. Subsequent training takes place in a field or urban setting. The basic requirement is two, one-square-kilometer field training areas approximately 10 kilometers apart which are connected by a tactical road network through a training area. This arrangement is necessary to provide for training on tactical movement and relocation to a new site.

e. Master incident list (MIL). Much of this training will be driven by the actions which the detachment commander and key leaders take in response to the warning orders and other directives they receive. However, additional event drivers or incidents which will cause the unit to perform the collective tasks included in this FTX are needed. These must be developed prior to the FTX, then be arranged in a sequential, time-phased manner and entered on a MIL, and injected by the OCs. This list will then serve as the FTX road map and help to assure the appropriate timing, control, and evaluation of all FTX training.

f. Consolidated support requirements. Table 4-3 provides the suggested requirements for this FTX. DA PAM 350-38, Standards in Weapons Training, establishes the training ammunition allocation.

**Table 4-3  
Consolidated Support Requirements for FTX 14-2-E0001**

<u>Ammunition</u>	<u>Quantity</u>	
	<u>AC</u>	<u>RC</u>
5.56mm blank, M200	40	40 rounds per M16A2
5.56mm blank, M200	200	200 rounds per M249
Claymore Mine, Inert, M18A1/A2	2	1
Blank Adapter	1 per weapon	
Simulator, Boobytrap, Illum, M118	2	2
Simulator, Boobytrap, Whistling, M119	2	2
Flare, Surface, Trip, M49A1/M49A2	2	2
Grenade, Smoke, HC, AN-M8	4	4
Simulator, Projectile, Ground Burst, M115A2	5	3
Grenade, Smoke, CS, M25A2	2	2
Signal, Illum, Ground, M159, WHITE Star	2	2
Signal, Illum, Ground, M158, RED Star	1	1
 <u>Equipment</u>		
All organic equipment to include TOE and CTA authorized		
Multiple integrated laser engagement system (MILES)	1 set per soldier/OPFOR	
 <u>Fuel</u>		
Use vehicle technical manuals to calculate fuel requirements.		
 <u>Other</u>		
Field rations, as required	1 ea per soldier per meal	
 NOTE:		
The consolidated support requirements outlined above are suggested for this FTX. DA Pam 350-38 establishes this unit's maximum annual allocation of training ammunition and pyrotechnics. Commanders and trainers should review these recommendations and allocate ammunition as necessary to suit their situation and training needs.		

8. T&EO Sequence. Table 4-4 lists T&EOs from Chapter 5 in the order that they are used in conducting and evaluating this FTX. Page numbers for the T&EOs are provided in Chapter 5.

**Table 4-4**  
**T&EOs from Chapter 5 to Use in FTX 14-2-E0001**

TASK	TASK NUMBER
Perform Recall Activities	14-7-8001
Move to Mobilization Station	14-7-3508
Conduct Mobilization Activities	14-7-3510
Prepare Personnel for Deployment	12-7-0601.14-0602
Perform Risk Management Procedures	14-7-4033
Employ OPSEC Measures	14-7-1016
React to Terrorist Operations	14-7-1000
Perform Predeployment Supply Activities	63-2-8004.14-8004
Perform Predeployment Maintenance	63-2-8005.14-8005
Perform Predeployment Training	63-1-8003.14-8003
Prepare Vehicles and Equipment for Deployment and Redeployment	14-7-8018
Perform Port of Embarkation/Debarcation Activities	14-7-8021
Deploy to Theater of Operations	14-7-3402
Prepare Unit to Move	63-2-1002.14-1002
Perform Advance/Quarterming Party Activities	63-2-1008.14-1008
Conduct Tactical Road March	07-2-1123.14-1123
Operate a Single-Channel Voice Radio Net	11-2-C302.14-C302
Defend March Elements	63-2-1006.14-1006
Cross a Chemically Contaminated Area	03-3-C226.14-C226
Cross a Radiologically Contaminated Area	03-3-C208.14-C208
Take Active Air Defense Measures Against Hostile Aerial Platforms	44-1-C221.14-C221
Establish Unit Defense	14-7-4030
Establish Support Site	14-7-4000
Defend Unit Area	07-3-4130.14-4130
Maintain Unit Strength	12-6-3201.14-3201
Deploy a Finance Support Team	14-2-3804
Perform Disbursing Operations	14-2-3801
Conduct Finance Sustainment Operations	14-2-3803
Provide Unit Supply Support	10-2-R320.14-R320
Perform Operator-Level Maintenance Operations	43-2-R002.14-R002
Maintain Troop Morale and Combat Capability	14-7-3817
Prepare for Chemical Biological (CB) Attack	14-7-1200
Respond to a Chemical Attack	03-3-C203.14-C203
Respond to a Biological Attack	03-3-0019.14-0019
Conduct Operational Decontamination	03-3-C224.14-C224
Prepare for a Nuclear Attack	03-3-C206.14-C206
Respond to the Initial Effects of a Nuclear Attack	03-3-C223.14-C223
Respond to the Residual Effects of a Nuclear Attack	03-3-C222.14-C222
Conduct Hasty Displacement	63-2-1023.14-1023
Treat Casualties	08-2-0003.14-0003
Transport Casualties	08-2-C316.14-C316
Perform Unit Graves Registration (GRREG) Operations	10-2-C318.14-C318

**Table 4-4**  
**T&EOs from Chapter 5 to Use in FTX 14-2-E0001 (Cont'd)**

<b>TASK</b>	<b>TASK NUMBER</b>
Process Enemy Prisoners of War	19-3-3106.14-3106
Process Captured Documents and Equipment	19-2-C701.14-C701
Prepare Personnel for Redeployment	12-7-8014.14-8014
Perform Redeployment Supply Activities	63-2-8016.14-8016
Perform Redeployment Maintenance	63-2-8017.14-8017
Redeploy from a Theater of Operations	14-7-3512
Perform Home Station Activities for Redeployment	63-2-8022.14-8012
Conduct Demobilization Activities	63-2-8024.14-8024

**FINANCE DETACHMENT  
STX 14-2-E0002  
CONDUCT MOBILIZATION/DEPLOYMENT OPERATIONS**

1. Objective. This STX trains the active component (AC) and reserve component (RC) FD to conduct a deployment. In addition, it trains the RC FD for mobilization. Cost and other factors usually preclude the actual air, sea or extensive ground convoy movement portion of a deployment. However, the most important parts of this training can be accomplished by completing the steps from initial notification for mobilization and deployment up to the time when the unit actually departs from the port of embarkation (POE).

2. Interface.

a. This STX is a component of the FTX contained in this chapter. It is also consistent with and supportive of the STXs and FTX contained in ARTEP 14-426-MTP, Finance Battalion.

b. The FD can be assigned to support a wide variety of Army, Joint, and Combined Forces. Added training effectiveness and realism is gained when the FD trains in conjunction with the collective training being conducted by the supported Army element in these organizations.

c. The FD is dependent upon appropriate external elements for legal, finance, and human resources support. It is dependent upon appropriate elements of the unit to which assigned or attached for health services, religious support, food service, unit administration, unit maintenance of organic equipment, and logistics, communications, and unit maintenance support. Early coordination is essential to assure this support is available for use in training activities.

3. Training.

a. Leader Training.

(1) Review the deployment sections of the FD and parent FB tactical standing operating procedures (TSOP), and the TSOP of supporting and supported units.

(2) Visit agencies which support your mobilization and deployment to obtain current information on deployment policies, procedures, and capabilities.

(3) Review the procedures outlined in FM 100-17, Mobilization, Deployment, Redeployment and Demobilization, and other doctrinal materials.

(4) Review all safety and security procedures to include those of sister services that provide your strategic transportation support.

(5) Study equipment packaging and vehicle-blocking and tie-down procedures.

(6) Review your unit's family support plans and soldier readiness processing (SRP) procedures.

(7) If a reserve component unit, study your mobilization procedures.

(8) Review transportation requirements, specialized equipment and supply requirements, and loading plans.

(9) Study lessons learned by units similar to yours that have mobilized and deployed.

(10) Observe an emergency deployment readiness exercise (EDRE) conducted by another unit.

(11) Review the after-action reports (AAR) from previous training you conducted using this STX and any other mobilization and deployment training.

b. Tips for Training. During training, emphasize the following:

- (1) Recall procedures
- (2) Operational security (OPSEC) procedures
- (3) Terrorist capabilities and counter-terrorism procedures
- (4) Duties of subordinate leaders
- (5) Plans and procedures for 24-hour operations and operations under nonstandard conditions
- (6) Packaging, loading, blocking, and tie-down procedures
- (7) Non-tactical movement techniques and procedures
- (8) SRP requirements and procedures
- (9) Accuracy and completeness of personnel records and family support plans
- (10) Safety in loading vehicles, supplies and equipment; in conducting non-tactical movement; and while on strategic transport vehicles
- (11) Command, control, and communications
- (12) Security during the non-tactical road march and during halts
- (13) POE policies and procedures

c. After attaining STX proficiency, sustain that proficiency by executing this STX as part of an FTX.

#### 4. Training Enhancers.

a. While unit personnel can conduct crawl level training on this STX, the walk and run phases are best conducted using outside observer controllers (OC). This allows for the training of all unit leaders, results in more objective training assessments, and enables outside experts to share their insights and expertise.

b. While mobilizing and deploying, the FD may encounter terrorist operations and hostile attempts to obtain information about friendly forces. Appropriately dressed opposing forces (OPFOR) should be used as terrorists, saboteurs, or enemy agents in order to ensure realism and to objectively assess unit security measures.

c. After achieving proficiency loading unit equipment and vehicles on mock-ups, if possible, load them on the actual aircraft, ships, rail cars, or other vehicle transports the FD would use in a deployment.

d. Use transport/movement experts from support agencies such as Air Force loadmasters and personnel from Army transportation units to present training and critique loading activities.

e. Make arrangements for your key personnel to observe or participate in deployment exercises conducted by supported units, higher headquarters, or other units.

f. Prior to beginning this STX, the commander should ensure that all unit and individual soldier equipment is packed and maintained IAW the unit TSOP. The commander should ensure that pre-combat inspections (PCI) are made and the unit is placed on a two hour recall readiness posture.

5. General Situation. The RC FD, located at its home station, has been directed to prepare for mobilization. The AC (or mobilized RC) FD is directed to deploy to another theater where it will resume its support mission. All normal support agencies and individuals required to conduct this deployment are available and tasked to support the FD.

6. Special Situation.

a. The RC unit has received a mobilization order. Subsequently, the commander receives the order provided below from his HQ.

b. The AC FD commander receives the following order from his HQ:

Commence immediate preparation for deployment to ZEELAND. Upon arrival be prepared to provide finance support to the \_\_\_\_\_. Deployment will be from Wickshire AFB during the window DDTTTTMM YY -- DDTTTTMM YY. Information on the deployment destination and times will not be released to non-unit personnel and families. Further guidance follows.

c. The exercise ends after the unit has mobilized and moved all deploying personnel, vehicles, equipment and supplies to the POE, and loaded them onto simulated, mockup, or actual transport vehicles, off-loaded them, and is prepared for movement to a new operational site..

d. Conduct an AAR at the training site once the exercise is completed.

e. Table 4-5 shows the estimated time needed for each part of the exercise.

**Table 4-5  
Finance Detachment STX 14-2-E0002 Scenario**

SEQUENCE	EVENT	ESTIMATED TIME
1	Conduct mobilization activities	3 hr
2	Conduct predeployment activities	4 hr
3	Conduct a non-tactical movement	* 1 hr
4	Conduct embarkation functions	2 hr
5	Conduct debarkation functions	2 hr
6	AAR	1 hr
<b>TOTAL ESTIMATED TIME</b>		<b>13 hr</b>
NOTES:		
(1)* Time will vary depending on roads and distance to the POE or simulated POE.		
(2) Training must be to standard, not to time.		

7. Support Requirements.

- a. Minimum trainers/OCs. Two OCs who are thoroughly familiar with the steps involved in the mobilization and deployment of this unit are required. A less desired alternative is to have the unit commander and other senior leaders serve in these positions.
- b. OPFOR. One individual is required to serve as a terrorist/civilian agent attempting to gather information on the unit's mission, destination, personnel, and movement schedule. OPFOR performance must be in accordance with the task, condition, and standards specified in this MTP.
- c. Vehicles and communications. Vehicles and communications equipment organic to the FD are used. Communications equipment and vehicles are also needed to support OC and the OPFOR. Supplementary transportation and communications support may also be required.
- d. Maneuver area.
  - (1) The majority of this training is conducted in the unit's existing garrison area.
  - (2) The road network to the actual POE or a comparable road network of about 10 kilometers to a simulated POE is required.
  - (3) The actual POE or a comparable area which can serve as a simulated POE is required.
  - (4) Actual or simulated aircraft (or other strategic transport vehicles) are desired to familiarize unit personnel with them and to train loading techniques and procedures.
- e. Master incident list (MIL). Most of this training is driven by the deployment order. However, other exercise incidents need to be developed to support the training. Once developed, these incidents should be prepared in a time-phased master incident list to assure their proper sequencing, control, and evaluation.
- f. Consolidated support requirements. Table 4-6 shows the suggested requirements for this STX.

**Table 4-6  
Consolidated Support Requirements for STX 14-2-E0002**

<b><u>Ammunition</u></b>	
None	
<b><u>Equipment</u></b>	
All organic equipment to include TOE and CTA authorized.	
<b><u>Fuel</u></b>	
Use vehicle technical manuals to calculate fuel requirements.	
<b><u>Other</u></b>	
Field rations, as required.	1 ea per soldier per meal

8. T&EO Sequence. Table 4-7 lists T&EOs from Chapter 5 in the order that they are used in conducting and evaluating this STX. Page numbers for the T&EOs are provided in Chapter 5.

**Table 4-7**  
**T&EOs from Chapter 5 to Use in STX 14-2-E0002**

TASK	TASK NUMBER
Perform Recall Activities	14-7-8001
Move to Mobilization Station	14-7-3508
Conduct Mobilization Activities	14-2-3510
Prepare Personnel for Deployment	12-7-0601.14-0602
Perform Risk Management Procedures	14-7-4033
Perform Predeployment Supply Activities	63-2-8004.14-8004
Perform Predeployment Maintenance	63-2-8005.14-8005
Perform Predeployment Training	63-1-8003.14-8003
Prepare Vehicles and Equipment for Deployment and Redeployment	14-7-8018
Perform Port of Embarkation/Debarkation Activities	14-7-8021
Deploy to Theater of Operations	14-7-3402
Employ OPSEC Measures	14-7-1016
React to Terrorist Operations	14-7-1000
Maintain Troop Morale and Combat Capability	14-7-3817
Prepare Unit to Move	63-2-1002.14-1002
Perform Operator-Level Maintenance Operations	43-2-R002.14-R002
Perform Advance/Quartermen Party Activities	63-2-1008.14-1008
Operate a Single-Channel Voice Radio Net	11-2-C302.14-C302
*Cross a Chemically Contaminated Area	03-3-C226.14-C226
*Cross a Radiologically Contaminated Area	03-3-C208.14-C208
*Prepare for Chemical Biological (CB) Attack	14-7-1200
*Respond to a Chemical Attack	03-3-C203.14-C203
*Respond to a Biological Attack	03-3-0019.14-0019
*Conduct Operational Decontamination	03-3-C224.14-C224
*Prepare for a Nuclear Attack	03-3-C206.14-C206
*Respond to the Initial Effects of a Nuclear Attack	03-3-C223.14-C223
*Respond to the Residual Effects of a Nuclear Attack	03-3-C222.14-C222
*Treat Casualties	08-2-0003.14-0003
*Transport Casualties	08-2-C316.14-C316
*Process Enemy Prisoners of War	19-3-3106.14-3106
*Process Captured Documents and Equipment	19-2-C701.14-C701
NOTE:	
*These T&EO are optional to this STX. While part of this ARTEP MTP and situations that could arise during the course of this STX, particularly in light of the current contemporary operating environment (COE), the primary training on them occurs in other STX in this MTP. OC and other trainers may develop and implement situations that inject these tasks into the STX. In most cases, their use should be limited to run phases of training with units that have mastered the basic T&EOs.	

**FINANCE DETACHMENT  
STX 14-2-E0003  
RELOCATE UNIT**

1. Objective. This STX trains the finance detachment (FD) on planning and conducting a tactical unit move under combat conditions to relocate the FD from the port of debarkation (POD) or an operating area to a new operating area. It provides training on a range of hostile combat activity to include nuclear, biological, and chemical (NBC) operations, hostile sniper and ambush attacks, air attacks, and terrorist activities. It also provides key unit leaders with practice in coordinating and controlling movement and performing advance/quartermaster party functions.

2. Interface.

a. This STX is a component of the FTX contained in this chapter. It is also consistent with and supportive of the STXs and FTX for the FB contained in ARTEP 14-426-MTP.

b. The FD can be assigned to support a wide variety of Army, Joint, and Combined Forces. Added training effectiveness and realism is gained when the FD trains with the collective training conducted by the Army elements in the organizations they support.

c. The FD is dependent upon appropriate external elements for legal, finance, and human resources support. It is dependent upon appropriate elements of the unit to which assigned or attached for health services, religious support, food service, unit administration, unit maintenance of organic equipment, and logistics, communications, and unit maintenance support. Early coordination is essential to assure this support is available for use in training activities.

3. Training.

a. Leader Training:

(1) Thoroughly review the training and evaluation outlines (T&EO) used in this STX (Table 4-10), paying particular attention to the leader tasks and the applicable material contained in referenced doctrinal publications.

(2) Assure leaders and soldiers have mastered the leader and individual tasks for each T&EO.

(3) Review your tactical standing operating procedures (TSOP) and related portions of TSOPs for higher HQ and supporting and supported units.

(4) Conduct map and on-the-ground reconnaissance of the training area. War game unit responses to likely hostile action at vulnerable locations with key unit leaders. Conduct tactical exercise without troops (TEWT) to develop key leader skills.

(5) Review reports from previous similar training conducted by your unit with key unit leaders. Include lessons learned from training or actual combat experience of similar units. Assure pertinent information from these reviews is passed on to all unit personnel.

(6) Arrange for key leaders to observe similar training being conducted by other units.

(7) Review communications and alarm procedures.

(8) Coordinate policies, procedures and communications with external support units.

- b. Tips for Training. During training emphasize the following:
- (1) Threat ambush and sniper tactics and operational procedures
  - (2) Convoy tactics, techniques and operations
  - (3) Terrorist capabilities, tactics, and counter terrorist procedures
  - (4) Counter ambush and counter sniper drills and tactics
  - (5) Alarms and communications
  - (6) Weapon maintenance and tactical positioning
  - (7) NBC defense drills and procedures
  - (8) Air defense measures
  - (9) Training and operational safety during convoy operations
- c. After attaining STX proficiency, sustain that proficiency by executing this STX as part of an FTX.

#### 4. Training Enhancers.

a. While unit personnel can conduct the crawl level of training, the walk and run phases should be conducted using outside observer controllers (OC). This allows for the training of all unit leaders, results in more objective training assessments, and enables outside experts to share their insights and expertise.

b. Increased training challenges in the walk and run phases of training should be provided by conducting convoy movement under nighttime conditions, by increasing the sophistication of the threat and terrorist element, and by adding optional T&EO provided in Table 4-10.

5. General Situation. The FD, after conducting a strategic deployment, has arrived at the POD in a combat theater and completed all debarkation processing activities. The unit has been alerted to prepare to conduct a tactical road march and relocate to a site where it will commence conducting finance operations. Intelligence reports indicate the unit can expect both threat and terrorist activities to include ambush, sniper, air, and NBC attacks and suicide bombings. Threat forces have used NBC weapons at various locations between the port and the new operational site. A variety of weather and road conditions can be expected. Some nighttime convoy movement may be necessary.

#### 6. Special Situation.

- a. The unit has received the following warning order:

Prepare detachment for movement to (coordinates) to join and support the \_\_\_\_\_. Detachment crosses SP (coordinates) at DDTTTTZMMYY and RP (coordinates) at DDTTTTZMMYY. Route of march is per attached overlay. Report times of last vehicle crossing SP, RP, and overlay checkpoints. NBC contamination along route of march is anticipated.

b. Table 4-8 provides a suggested scenario. After action review (AAR) should be conducted after the FD reaches its operating area.

**Table 4-8**  
**Finance Detachment STX 14-2-E0003 Scenario**

SEQUENCE	EVENT	ESTIMATED TIME
1	Conduct tactical road march	5 hr
2	Cross contaminated areas	* 1 hr
3	React to hostile air attack	* 1 hr
4	React to ground ambush	* 2 hr
5	Conduct intermediate AAR	1 hr
<b>TOTAL ESTIMATED TIME</b>		<b>6 hr</b>
NOTES:		
(1)* Time for these events are included in time indicated for the tactical road march.		
(2) Events will be trained to standard, not time.		
(3) The time required to train this STX will vary based on mission, enemy, terrain, troops, time available, and civil considerations (METT-TC) factors and the training proficiency of the unit.		

7. Support Requirements.

a. Minimum trainers/OCs. Walk and run iterations of this STX must be conducted using two-to-three OCs. OCs with NBC, terrorist and threat ambush tactics skills are particularly important. Crawl iterations of this STX can be conducted with unit leaders fulfilling OC responsibilities.

b. Opposing forces (OPFOR). A 5- to 10-person OPFOR team with at least one machine gun is needed for all iterations of this STX. OPFOR personnel must be trained in threat ambush, sniper, and terrorist tactics and follow the OPFOR tasks referenced in each T&EO of this publication. A threat OC is desirable.

c. Multiple integrated laser engagement system (MILES). Every effort should be taken to obtain MILES equipment for unit and OPFOR personnel for every STX iteration.

d. Vehicles and communications. The unit must be 100 percent mobile.

e. Maneuver area. The unit requires two training areas connected by a road network of approximately 10 kilometers for this exercise. Part of the road network should pass through an urban terrain training area. The initial training area can be a simulated POD at the unit's garrison location. The destination site requires approximately one square kilometer of urban or open terrain.

f. Master incident list (MIL). While most actions will be driven by the movement order and OPFOR actions, a MIL should be developed with specific orders and other event drivers that can be inserted into the STX by OCs to initiate unit actions.

g. Consolidated support requirements. Table 4-9 shows the suggested requirements for this STX.

**Table 4-9**  
**Consolidated Support Requirements for STX 14-2-E0003**

<u>Ammunition</u>	<u>Quantity</u>	
	<u>AC</u>	<u>RC</u>
5.56mm blank, M200	16	16 rounds per M16A2
5.56mm blank, M200	50	50 rounds per M249
Blank Adapter	1 per weapon	
Claymore Mine, Inert, M18A1/A2	2	1
Simulator, Boobytrap, Illum, M118	2	2
Simulator, Boobytrap, Whistling, M119	2	2
Simulator, Projectile, Ground Burst, M115A2	5	3
Flare, Surface, Trip, M49A1/M49A2	2	2
Grenade, Smoke, HC, AN-M8	4	4
Grenade, Smoke, CS, M25A2	2	2
 <u>Equipment</u>		
All organic equipment to include TOE and CTA authorized MILES	1 set per soldier/OPFOR	
 <u>Fuel</u>		
Use vehicle technical manuals to calculate fuel requirements.		
 <u>Other</u>		
Field rations, as required	1 ea per soldier per meal	
 NOTE:		
The consolidated support requirements outlined above are suggested for this STX. DA Pam 350-38 establishes this unit's maximum annual allocation of training ammunition and pyrotechnics. Commanders and trainers should review these recommendations and allocate ammunition as necessary to suit their situation and training needs.		

8. T&EO Sequence. Table 4-10 lists T&EOs from Chapter 5 in the order that they are used in conducting and evaluating this STX. Page numbers for the T&EOs are provided in Chapter 5.

**Table 4-10  
T&EOs from Chapter 5 to Use in STX 14-2-E0003**

TASK	TASK NUMBER
Prepare Unit to Move	63-2-1002.14-1002
Perform Risk Management Procedures	14-7-4033
Perform Unit-Level Maintenance Operations	43-2-R002.14-R002
Employ OPSEC Measures	14-7-1016
Perform Advance/Quartering Party Activities	63-2-1008.14-1008
Conduct Tactical Road March	07-2-1123.14-1123
Operate a Single-Channel Voice Radio Net	11-2-C302.14-C302
Defend March Elements	63-2-1006.14-1006
Process Enemy Prisoners of War	19-3-3106.14-3106
Process Captured Documents and Equipment	19-2-C701.14-C701
Cross a Chemically Contaminated Area	03-3-C226.14-C226
Cross a Radiologically Contaminated Area	03-3-C208.14-C208
Conduct Operational Decontamination	03-3-C224.14-C224
Take Active Air Defense Measures Against Hostile Aerial Platforms	44-1-C221.14-C221
React to Terrorist Operations	14-7-1000
Treat Casualties	08-2-0003.14-0003
Transport Casualties	08-2-C316.14-C316
*Maintain Troop Morale and Combat Capability	14-7-3817
*Prepare for Chemical Biological (CB) Attack	14-7-1200
*Respond to a Chemical Attack	03-3-C203.14-C203
*Respond to a Biological Attack	03-3-0019.14-0019
*Prepare for a Nuclear Attack	03-3-C206.14-C206
*Respond to the Initial Effects of a Nuclear Attack	03-3-C223.14-C223
*Respond to the Residual Effects of a Nuclear Attack	03-3-C222.14-C222
*Perform Unit Graves Registration (GRREG) Operations	10-2-C318.14-C318
<p>NOTE:                      *These T&amp;EOs are optional to this STX. While part of this ARTEP MTP and situations that could arise during the course of this STX, particularly with the current contemporary operating environment (COE), the primary training on these T&amp;EO occurs in other STX in this MTP. OCs and trainers may develop and implement situations that inject these tasks into the STX. In most cases, their use should be limited to the run phases of training with units that have mastered the basic T&amp;EOs.</p>	

**FINANCE DETACHMENT  
STX 14-2-E0004  
CONDUCT FINANCE OPERATIONS**

1. Objective. This STX trains the finance detachment (FD) to conduct finance operations from a field operating site under combat conditions. All phases of operations commencing with the establishment of a field site to conducting force protection activities and responding to hostile conventional and terrorist attacks and nuclear, biological, and chemical (NBC) situations are included. The STX provides the commander and key leaders with training in planning, establishing, and supervising finance operations while operating in a field setting and dealing with the concurrent challenge of providing appropriate responses to hostile actions.

2. Interface.

a. This STX is a component of the FTX contained in this chapter. It is also consistent with and supportive of the STXs and FTX in ARTEP 14-426-MTP, Finance Battalion.

b. The FD can be assigned to support a wide variety of Army forces to include those serving as part of joint and combined forces. Added training effectiveness and realism is gained when the FD trains in conjunction with collective training conducted by these elements.

c. The FD is dependent upon appropriate external elements for legal, finance, and human resources support. It is dependent upon appropriate elements of the unit to which assigned or attached for health services, religious support, food service, unit administration, unit maintenance of organic equipment, and logistics, communications, and unit maintenance support. Early coordination is essential to assure this support is available for use in training activities.

3. Training.

a. Leader Training.

(1) Make an in-depth study of the training and evaluation outlines (T&EO) for this STX. Review referenced doctrinal materials. Assess leader proficiency on leader tasks listed in the T&EO. Train as necessary to enhance your skills and those of other leaders to meet the established standards.

(2) Assess the level of proficiency of your soldiers on the supporting individual tasks listed for each T&EO. Assure soldiers are proficient on individual tasks prior to training this STX.

(3) Review applicable portions of the tactical standing operating procedures (TSOP) for FD, higher HQ, and the supported unit. Assure similar action by your key leaders and soldiers.

(4) Develop a list of lessons learned from records of previous training, field exercises, and actual combat experience of this type of unit and similar units. Share this information with all unit personnel.

(5) Review threat and terrorist tactics and techniques and actions taken to counter them.

(6) With key leaders conduct an on-the-ground reconnaissance of the training areas.

b. Tips for Training. Emphasize the following in pre STX training.

(1) Safety procedures and training realism

(2) Threat and terrorist tactics and techniques as well as drills and other actions taken to counter them

(3) Finance support operations, policies, and procedures

(4) Local defense policies and procedures

(5) MOPP levels and equipment care

(6) Small unit tactics

(7) Positioning and construction of defensive positions

(8) Air attack, local defense, and NBC alarms and procedures to include fratricide prevention considerations

(9) Communications equipment, procedures, and techniques

(10) Soldier fieldcraft

c. After attaining STX proficiency, sustain that proficiency by executing this STX as part of an FTX.

#### 4. Training Enhancers.

a. Greater complexity and challenges can be added to this training by conducting the training in an urban environment, by intensifying the NBC conditions, by conducting the training during darkness and by integrating optional T&EOs. However, these actions should not be attempted until FD personnel demonstrate solid proficiency in the individual and leader tasks for each T&EO in Table 4-13 and have performed the complete STX at a crawl level.

b. Conventional and terrorist OPFOR should be used on all training iterations of the STX. While the OPFOR OC must exercise close control over the actions of the OPFOR, the OPFOR must perform in a way that provides a realistic challenge to the FD. The OPFOR must be trained to perform the OPFOR tasks contained in this MTP.

c. Whenever possible conduct the training of this STX in conjunction with similar collective training being conducted by the habitually associated supported unit. Emphasize information exchange and the command, control, coordination and synchronization of supporting and supported units.

d. This STX begins at the completion of a tactical road march and upon arrival at a new field site. The FD is responsible for commencing and continuing finance support. This STX ends after the FD has successfully performed a period of finance support and countered a number of hostile conventional and terrorist actions. Table 4-11 shows suggested sequencing, the estimated time for each part of this STX, and proposed time for AARs.

**Table 4-11**  
**Finance Detachment STX 14-2-E0004 Scenario**

SEQUENCE	EVENT	ESTIMATED TIME
1	Establish support site	*4 hr
2	Establish unit defense	*1 hr
3	Conduct finance support operations	10 hr
4	React to attack	2 hr
5	Conduct post-battle activities	1 hr
6	Conduct intermediate AAR	1 hr
<b>TOTAL ESTIMATED TIME</b>		<b>18 hr</b>

NOTES:

(1)\* Events performed concurrently. The larger of the estimated times is used in determining total estimated time.

(2) Events will be trained to standard, not to time.

(3) The time required to train an event will vary based on mission, enemy, terrain, troops, time available, and civil considerations (METT-TC) factors and the training proficiency of the unit.

5. General Situation. The FD is deployed OCONUS with a mission to provide finance support to a brigade that is conducting combat operations. Threat light infantry elements and irregular forces are operating in the area and are capable of conducting squad-sized conventional ground attacks. Threat is capable of air attacks with conventional and NBC weapons. Terrorists, saboteurs, and threat sympathizers are also operating in the area.

6. Special Situation. The finance detachment has concluded a tactical road march, crossed the RP, and entered into a support area. The advance party arrived earlier and established tentative unit positions. Responsibilities for the FD support have been established. The base defense commander has implemented a defense plan. The FD's mission is to provide finance support.

7. Support Requirements.

a. Minimum trainers/OCs. This exercise should be conducted under the direction of a three-person OC team. OC team expertise in finance operations support, small unit tactics, fieldcraft, NBC and threat operations is desirable. Key unit leaders should only be used in crawl iterations of this STX.

b. Opposing forces (OPFOR). A light OPFOR infantry squad is needed for this STX. One OPFOR member is required to serve as a local national/civilian terrorist who attempts to gather information on unit personnel and operations, to challenge security, to probe defenses, and to carry out appropriate attacks. OPFOR personnel must be trained in threat tactics, have specific missions, and follow the OPFOR tasks in this publication.

c. Multiple integrated laser engagement system (MILES) should be used for walk and run training on this STX. If not available, OCs must assess damage to equipment and personnel casualties.

d. Vehicles and communications. Organic vehicles and communications equipment will be used.

e. Maneuver area. An urban or field training area of 500 X 500 meters suitable for the establishment of a support site is needed for this STX.

f. Master incident list (MIL). Event drivers need to be prepared to drive the performance of finance operations tasks. OPFOR actions and unit TSOP procedures drive most other actions. A MIL must be developed to schedule and synchronize all event drivers used in the STX.

g. Consolidated Support Requirements. Table 4-12 shows the suggested requirements for this STX.

**Table 4-12  
Consolidated Support Requirements for STX 14-2-E0004**

<u><b>Ammunition</b></u>	<u><b>Quantity</b></u>	
	<u><b>AC</b></u>	<u><b>RC</b></u>
5.56mm blank, M200	24	24 rounds per M16A2 weapon
5.56mm blank, M200	150	150 rounds per M249
Blank Adapter	1 per weapon	
Simulator, Boobytrap, Illum, M118	2	1
Simulator, Boobytrap, Whistling, M119	2	1
Flare, Surface, Trip, M49A1/M49A2	2	1
Grenade, Smoke, HC, AN-M8	3	3
Simulator, Projectile, Ground Burst, M115A2	4	2
Grenade, Smoke, CS, M25A2	2	2
Signal, Illum, Ground, M159, WHITE Star	2	2
 <u><b>Equipment</b></u>		
All organic equipment to include TOE and CTA authorized MILES	1 set per soldier/OPFOR	
 <u><b>Fuel</b></u>		
Use vehicle technical manuals to calculate fuel requirements. No major requirement is anticipated.		
 <u><b>Other</b></u>		
Field rations	1 ea per soldier per meal	
 NOTE:		
The consolidated support requirements outlined above are suggested for this STX. DA Pam 350-38 establishes this unit's maximum annual allocation of training ammunition and pyrotechnics. Commanders and trainers should review these recommendations and allocate ammunition as necessary to suit their situation and training needs.		

8. T&EO Sequence. Table 4-13 lists T&EOs from Chapter 5 in the order that they are used in conducting and evaluating this STX. Page numbers for the T&EOs are provided in Chapter 5.

**Table 4-13**  
**T&EOs from Chapter 5 to Use in STX 14-2-E0004**

<b>TASK</b>	<b>TASK NUMBER</b>
Establish Support Site	14-7-4000
Establish Unit Defense	14-7-4030
Employ OPSEC Measures	14-7-1016
Perform Risk Management Procedures	14-7-4033
React to Terrorist Operations	14-7-1000
Defend Unit Area	07-3-4130.14-4130
Operate a Single-Channel Voice Radio Net	11-2-C302.14-C302
Maintain Unit Strength	12-6-3201.14-3201
Deploy a Finance Support Team	14-2-3804
Perform Disbursing Operations	14-2-3801
Conduct Finance Sustainment Operations	14-2-3803
Provide Unit Supply Support	10-2-R320.14-R320
Perform Operator-Level Maintenance Operations	43-2-R002.14-R002
Maintain Troop Morale and Combat Capability	14-7-3817
Take Active Air Defense Measures Against Hostile Aerial Platforms	44-1-C221.14-C221
Prepare for Chemical Biological (CB) Attack	14-7-1200
Respond to a Chemical Attack	03-3-C203.14-C203
Respond to a Biological Attack	03-3-0019.14-0019
Prepare for a Nuclear Attack	03-3-C206.14-C206
Respond to the Initial Effects of a Nuclear Attack	03-3-C223.14-C223
Respond to the Residual Effects of a Nuclear Attack	03-3-C222.14-C222
Conduct Operational Decontamination	03-3-C224.14-C224
Treat Casualties	08-2-0003.14-0003
Transport Casualties	08-2-C316.14-C316
Perform Unit Graves Registration (GRREG) Operations	10-2-C318.14-C318
Process Enemy Prisoners of War	19-3-3106.14-3106
Process Captured Documents and Equipment	19-2-C701.14-C701
Conduct Hasty Displacement	63-2-1023.14-1023

**FINANCE DETACHMENT**  
**STX 14-2-E0005**  
**CONDUCT REDEPLOYMENT/DEMOBILIZATION OPERATIONS**

1. Objective. This STX trains the active component (AC) and reserve component (RC) FD to redeploy from a theater of operations. In addition, it trains RC FD on demobilization tasks. Cost and other factors will usually preclude the actual air, sea, or extensive ground convoy movement portion of redeployment training. However, the most important parts of this redeployment training can be accomplished by completing the steps from notification for redeployment up to the time when the unit actually leaves the port of embarkation (POE). Likewise home station redeployment training and demobilization training can be conducted without completing air, ship or convoy movement.

2. Interface.

a. This STX is a component of the FTX contained in this chapter. It is also consistent with and supportive of the STXs and FTX for the FB contained in ARTEP 14-426-MTP.

b. The FD can be assigned to support a wide variety of Army forces to include those serving as part of joint and combined forces. Added training effectiveness and realism is gained when the FD trains in conjunction with collective training conducted by Army elements in these organizations.

c. The FD is dependent upon appropriate external elements for legal, finance, and human resources support. It is dependent upon appropriate elements of the unit to which assigned or attached for health services, religious support, food service, unit administration, unit maintenance of organic equipment, and logistics, communications, and unit maintenance support. Early coordination is essential to assure this support is available for use in training activities.

3. Training.

a. Leader Training.

(1) Review the redeployment sections of the tactical standing operating procedures (TSOP) for FD, higher HQ, and supporting and supported units.

(2) Visit agencies that support your redeployment and demobilization activities to obtain current information on redeployment policies, procedures, and capabilities.

(3) Review redeployment and demobilization doctrine and related procedures.

(4) Review all safety and security procedures to include those of sister services that provide your strategic transport support.

(5) Study equipment packaging and vehicle-blocking and tie-down procedures.

(6) Study demobilization policies and procedures (RC only).

(7) Review transportation requirements, specialized equipment and supply requirements, and loading plans.

(8) Study lessons learned by units similar to yours that have recently redeployed and demobilized.

(9) Review the after-action and lessons learned reports from previous training you conducted using this STX and any previous redeployment and demobilization exercises.

b. Tips for Training. During training, emphasize the following:

- (1) Operational security (OPSEC) procedures
- (2) Terrorist capabilities and counter-terrorism tactics
- (3) Duties of subordinate leaders
- (4) Plans and procedures for 24-hour operations under nonstandard conditions
- (5) Packaging, loading, blocking, and tie-down procedures
- (6) Non-tactical movement techniques and procedures
- (7) Soldier readiness processing (SRP) requirements and procedures
- (8) Accuracy and completeness of personnel records
- (9) Safety in loading vehicles, supplies, and equipment; in conducting nontactical movement; and while on transport vehicles
- (10) Command, control, and communications
- (11) Security during the non-tactical road march and during halts
- (12) POE policies and procedures
- (13) Demobilization policies and procedures

c. After attaining STX proficiency, sustain that proficiency by executing this STX as part of an FTX.

#### 4. Training Enhancers.

a. While unit personnel can conduct crawl level training on this STX, the walk and run phases are best conducted using outside observer controllers (OC). This allows for the training of all unit leaders, results in more objective training assessments, and enables outside experts to share their insights and expertise.

b. While redeploying and demobilizing the FD may encounter terrorist operations and hostile attempts to obtain information. Appropriately dressed opposing forces (OPFOR) should be used as terrorists, saboteurs, or enemy agents attempting to gather information in order to ensure realism and to objectively assess security measures.

c. After achieving proficiency loading unit equipment and vehicles on mock-ups, load them onto the available actual aircraft, ships, rail cars, or other vehicle transports the FD would use in a redeployment.

d. Use transport/movement experts from support agencies such as Air Force loadmasters and personnel from Army transportation units to present training and critique loading activities.

e. Increased training challenges in the walk and run phases, increasing the sophistication of the threat and terrorist element, and adding optional T&EO provided in Table 4-16.

f. Make arrangements for your key personnel to observe or participate in redeployment and demobilization exercises conducted by supported units, higher HQ, or other units.

5. General Situation. The FD, located in an OCONUS combat theater conducting support operations has been directed to redeploy to CONUS or another theater where it will resume its support mission. The FD has been relieved of its support mission and relocated to a redeployment assembly area (RAA) with all personnel and equipment. While hostilities have concluded, a terrorist threat of unconventional attack to include NBC means remains. RC FD has been alerted to plan for demobilization upon arrival in CONUS. All normal support agencies and individuals required to conduct redeployment are available and tasked to support the FD.

6. Special Situation.

a. The following order is received:

Commence immediate preparation for redeployment to home station and return to operational control of the\_\_\_\_\_ and resumption of support mission. Complete preparation of personnel, vehicles and equipment, to include Customs and Department Agriculture inspections by DDHHHHZ MMMYY. On order, conduct administrative movement of all vehicles, personnel and equipment from RAA to POE, Le Grossard Airport, for onward air movement to CONUS POD Wrightstown AFB, on or about DDMMMYY. (RC: Demobilization station will be at Fort Murphy.)

b. The STX ends after the unit has moved all redeploying personnel, vehicles, equipment, and supplies to the POE, simulated their transport, conducted POD redeployment activities and is prepared to return to their home station. (RC has completed demobilization activities and is prepared to return to its reserve station.).

c. Conduct an after action review (AAR) at the training site when the exercise is completed.

d. Table 4-14 shows the estimated time needed for each part of the exercise.

**Table 4-14**  
**Finance Detachment STX 14-2-E0005 Scenario**

SEQUENCE	EVENT	ESTIMATED TIME
1	Prepare for redeployment	1 hr
2	Conduct a non-tactical road march	1hr
3	Conduct redeployment processing	2 hr
4	Conduct demobilization activities	2 hr
5	AAR	2 hr
<b>TOTAL ESTIMATED TIME</b>		<b>8 hr</b>
NOTES:		
(1) Allow additional time when conducting the exercise at night or under limited visibility.		
(2) Training must be to standard, not to time.		

7. Support Requirements.

a. Minimum trainers/OCs. Two OCs thoroughly familiar with the redeployment and demobilization policies and procedures are required. A less desired alternative is to have the unit commander and other senior leaders serve in these positions.

b. Opposing force (OPFOR). One individual is required to serve as a local national civilian/terrorist who attempts to gather information on unit personnel, operations, and plans, to challenge security, and to probe defenses. OPFOR performance must be in accordance with the task, condition, and standards specified for OPFOR in this MTP.

c. Vehicles and communications. Vehicles and communications equipment organic to the FD are used. Supplementary transportation and communication support should be provided as necessary.

d. Maneuver area. Training sites and facilities capable of accommodating the detachment are needed to provide for:

(1) A redeployment assembly area (RAA)

(2) A road network of about 10 kilometers from the RAA to the OCONUS POE or simulated POE

(3) An actual POE or a comparable area which can serve as a simulated POE

(4) A CONUS POD where the unit can prepare for onward movement to their home station or demobilization station

(5) A demobilization site (RC)

e. Actual or simulated aircraft (or other strategic transport vehicles) are desired to familiarize unit personnel with them and to train loading techniques and procedures.

f. Master incident list (MIL). Much of this training is driven by the warning order and the subsequent redeployment instructions. However, other exercise incidents need to be developed to support the training. Once developed, these incidents should be prepared in a time-phased master incident list to assure their proper sequencing, control, and evaluation.

g. Consolidated Support Requirements. Table 4-15 lists the suggested requirements for this STX.

**Table 4-15**  
**Consolidated Support Requirements for STX 14-2-E0005**

<b><u>Ammunition</u></b>	
None	
<b><u>Equipment</u></b>	
All organic equipment to include TOE and CTA authorized	
<b><u>Fuel</u></b>	
Use vehicle technical manuals to calculate fuel requirements.	
<b><u>Other</u></b>	
Field rations	1 ea per soldier per meal

8. **T&EO Sequence.** Table 4-16 lists T&EOs from Chapter 5 in the order that they are used in conducting and evaluating this STX. Page numbers for the T&EOs are provided in Chapter 5.

**Table 4-16**  
**T&EOs from Chapter 5 to Use in STX 14-2-E0005**

TASK	TASK NUMBER
Perform Risk Management Procedures	14-7-4033
Prepare Unit to Move	63-2-1002.14-1002
Employ OPSEC Measures	14-7-1016
React to Terrorist Operations	14-7-1000
Prepare Vehicles and Equipment for Deployment and Redeployment	14-7-8018
Perform Redeployment Maintenance	63-2-8017.14-8017
Perform Operator-Level Maintenance Operations	43-2-R002.14-R002
Prepare Personnel for Redeployment	12-7-8014.14-8014
Perform Redeployment Supply Activities	63-2-8016.14-8016
Perform Port of Embarkation/Debarcation Activities	14-7-8021
Redeploy from a Theater of Operations	14-7-3512
Perform Home Station Activities for Redeployment	63-2-8022.14-8022
Conduct Demobilization Activities	63-2-8024.14-8024
*Operate a Single-Channel Voice Radio Net	11-2-C302.14-C302
*Cross a Chemically Contaminated Area	03-3-C226.14-C226
*Cross a Radiologically Contaminated Area	03-3-C208.14-C208
*Maintain Troop Morale and Combat Capability	14-7-3817
*Prepare for Chemical Biological (CB) Attack	14-7-1200
*Respond to a Chemical Attack	03-3-C203.14-C203
*Respond to a Biological Attack	03-3-0019.14-0019
*Conduct Operational Decontamination	03-3-C224.14-C224
*Prepare for a Nuclear Attack	03-3-C206.14-C206
*Respond to the Initial Effects of a Nuclear Attack	03-3-C223.14-C223
*Respond to the Residual Effects of a Nuclear Attack	03-3-C222.14-C222
Treat Casualties	*08-2-0003.14-0003
Transport Casualties	*08-2-C316.14-C316
*Process Enemy Prisoners of War	19-3-3106.14-3106
*Process Captured Documents and Equipment	19-2-C701.14-C701
NOTE:	
*These T&EOs are optional to this STX. While part of this ARTEP MTP and situations that could arise during the course of this STX, particularly with the current contemporary operating environment, the primary training on these T&EO occurs in other STX in this MTP. OCs and other trainers may develop and implement situations that inject these tasks into the STX. In most cases, their use should be limited to the run phases of training with units that have mastered the basic T&EOs.	

## CHAPTER 5

### Training and Evaluation Outlines

5-1. Introduction. This chapter contains the training and evaluation outlines for the Finance Detachment. T&EOs are the foundation of the MTP and the collective training of the units. T&EOs are training objectives (task, conditions, and standards) that the unit must master to perform its critical wartime operations. T&EOs may be trained separately, in an STX, in an FTX, or in a live-fire exercise.

5-2. Structure. The T&EOs in this chapter are listed in Table 5-1. The Mission-to-Collective Task Matrix in Chapter 2 lists the T&EOs required to train the critical wartime missions according to their specific battlefield operating system (BOS).

5-3. Format. The T&EOs are prepared for every collective task that supports critical wartime operation accomplishment. Each T&EO contains the following items:

- a. Element. This identifies the unit or unit element(s) that performs the task.
- b. Task. This is a description and task number of the action to be performed by the unit.
- c. References. These are listed following the task number. The reference which contains the most information (primary reference) about the task is underlined.
- d. Iteration. This is for evaluation purposes. It is used to identify how many times the task is performed and evaluated during training.
- e. Commander/Leader Assessment. This is used by the unit leadership to assess the proficiency of the unit in performing the task to standard. Assessments are subjective in nature and use all available evaluation data and leader input to assess the organization's overall capability to accomplish the task. The following ratings are used:
  - (1) T - Trained. The unit is trained and has demonstrated its proficiency in accomplishing the task to wartime standards.
  - (2) P - Needs practice. The unit needs to practice the task. Performance has demonstrated that the unit does not achieve standard without some difficulty or has failed to perform some task steps to standard.
  - (3) U - Untrained. The unit can not demonstrate an ability to achieve wartime proficiency.
- f. Condition. This describes the situation or environment under which the task is to be performed. The conditions also contain the initiating cue for the task.
- g. Task Standards. This is a statement that describes the overall task criteria that must be met to receive credit for successful execution of the task. The trainer or evaluator determines the unit's training status using performance observation measurements (where applicable) and his judgment. The unit must be evaluated in the context of the mission, enemy, terrain, troops, time available, and civil considerations (METT-TC) conditions. These conditions should be as similar as possible for all evaluated elements to establish a common baseline for unit performance.
- h. Task Steps and Performance Measures. This is a listing of actions that are required to complete the task. These actions are stated in terms of observable performance for evaluating training proficiency. Leader tasks within each T&EO are indicated by an asterisk (\*). Performance measures that must be accomplished to correctly perform the task step are listed under each task step.

i. GO/NO-GO columns. These columns are used to record results achieved in executing the task step. Each performance measure for a task step is evaluated with an "X" placed in the appropriate column. The ratings are:

(1) GO--the unit successfully accomplished the task or performance measure to standard.

(2) NO GO--the unit did not successfully accomplish the task or performance measure to standard.

j. Task Performance/Evaluation Summary Block. This block provides the trainer a means of recording the total number of task steps evaluated, the number rated as "GO", and the training status (GO or NO GO). This block will provide the leader with a historical record for up to five training iterations. The leader may use this as a management indicator, e.g., a trend showing the increased or decreased unit proficiency. The iteration line under the task performance summary block must match the primary iteration line under the task title. An "M" identifies when the task is performed in MOPP4.

k. Supporting Individual Tasks. This is a listing of all supporting individual tasks required to correctly perform the task. Listed are the reference, task number, and task title.

l. OPFOR Tasks and Standards. These standards specify overall OPFOR performance for each collective task requiring opposing forces. These standards ensure that OPFOR soldiers accomplish meaningful training and force the training unit to perform its task to standard or "lose" to the OPFOR. The OPFOR standards specify what must be accomplished -- not how it must be accomplished. The OPFOR must always attain its task standards, using tactics consistent with the type of enemy they are portraying.

5-4. Use. The T&EO may be used individually to train a single task. It may also be used in sequence with other T&EOs to train and/or evaluate groups of tasks (STX), the unit's entire mission (FTX), or a series of missions (higher echelon exercises).

**Deploy/Conduct Maneuver**

Perform Recall Activities (14-7-8001)..... 5-4  
 Move to Mobilization Station (14-7-3508)..... 5-6  
 Conduct Mobilization Activities (14-7-3510)..... 5-8  
 Prepare Personnel for Deployment (FD) (12-7-0601.14-0602)..... 5-10  
 Perform Predeployment Supply Activities (63-2-8004.14-8004)..... 5-12  
 Perform Predeployment Maintenance (63-2-8005.14-8005)..... 5-14  
 Perform Predeployment Training (63-1-8003.14-8003)..... 5-16  
 Perform Port of Embarkation/Debarcation Activities (14-7-8021)..... 5-18  
 Deploy to Theater of Operations (14-7-3402)..... 5-20  
 Prepare Unit to Move (63-2-1002.14-1002)..... 5-23  
 Perform Advance/Quartermen Party Activities (63-2-1008.14-1008)..... 5-26  
 Conduct Tactical Road March (07-2-1123.14-1123)..... 5-29  
 Deploy a Finance Support Team (14-2-3804)..... 5-32  
 Prepare Personnel for Redeployment (12-7-8014.14-8014)..... 5-34  
 Perform Redeployment Supply Activities (63-2-8016.14-8016)..... 5-36  
 Perform Redeployment Maintenance (63-2-8017.14-8017)..... 5-39  
 Redeploy From a Theater of Operations (14-7-3512)..... 5-42  
 Perform Home Station Activities for Redeployment (63-2-8022.14-8022)..... 5-45  
 Conduct Demobilization Activities (63-2-8024.14-8024)..... 5-47

**Protect the Force**

Defend March Elements (63-2-1006.14-1006)..... 5-49  
 Cross a Chemically Contaminated Area (03-3-C226.14-C226)..... 5-53  
 Cross a Radiologically Contaminated Area (03-3-C208.14-C208)..... 5-55  
 Take Active Air Defense Measures Against Hostile Aerial Platforms (44-1-C221.14-C221)..... 5-57  
 Establish Unit Defense (14-7-4030)..... 5-60

Defend Unit Area (07-3-4130.14-4130).....	5-63
Employ OPSEC Measures (14-7-1016).....	5-67
React to Terrorist Operations (14-7-1000).....	5-70
Prepare for Chemical Biological Attack (14-7-1200).....	5-73
Respond to a Chemical Attack (03-3-C203.14-C203).....	5-76
Respond to a Biological Attack (03-4-0019.14-0019).....	5-79
Prepare for a Nuclear Attack (03-3-C206.14-C206).....	5-82
Respond to the Initial Effects of a Nuclear Attack (03-3-C223.14-C223).....	5-84
Respond to the Residual Effects of a Nuclear Attack (03-3-C222.14-C222).....	5-86
Conduct Operational Decontamination (03-3-C224.14-C224).....	5-88
Conduct Hasty Displacement (63-2-1023.14-1023).....	5-91
<b>Perform CSS and Sustainment</b>	
Establish Support Site (14-7-4000).....	5-93
Conduct Finance Sustainment Operations (14-2-3803).....	5-96
Perform Disbursing Operations (FD) (14-2-3801).....	5-100
Maintain Unit Strength (12-6-3201.14-3201).....	5-103
Operate a Single-Channel Voice Radio Net (11-2-C302.14-C302).....	5-105
Perform Operator-Level Maintenance Operations (43-2-R002.14-R002).....	5-108
Treat Casualties (08-2-0003.14-0003).....	5-111
Transport Casualties (08-2-C316.14-C316).....	5-115
Process Enemy Prisoners of War (19-3-3106.14-3106).....	5-118
Process Captured Documents and Equipment (19-2-C701.14-C701).....	5-120
Perform Unit Graves Registration (GRREG) Operations (10-2-C318.14-C318).....	5-122
<b>Exercise Command and Control</b>	
Maintain Troop Morale and Combat Capability (14-7-3817).....	5-125
Perform Risk Management Procedures (14-7-4033).....	5-128

**Figure 5-1. List of T&EOs**

**ELEMENTS:** FINANCE DETACHMENT  
DETACHMENT HEADQUARTERS

**TASK:** Perform Recall Activities (14-7-8001)  
(FM 100-17) (DA PAM 360-525)

**ITERATION:** 1 2 3 4 5 (Circle)  
**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is at a normal state of readiness and receives an order to recall all personnel in preparation for mobilization (RC) and deployment. Unit leaders have notified the commander. The unit movement, recall, and security plans, access rosters, and current maps are available. The unit commander has been briefed on status of deployment. Alert notification activities are performed day or night, under all environmental conditions. This task should not be trained in MOPP4.

**TASK STANDARDS:** Unit personnel were recalled in accordance with (IAW) the recall plan. All personnel were present or accounted for and briefings were conducted for unit personnel and deployment teams IAW movement plan. Security was established IAW security plan.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>* 1. Commander activates the recall program.                             <ul style="list-style-type: none"> <li>a. Confirms alert notification.</li> <li>b. Directs leaders to implement the recall plan.</li> <li>c. Directs personnel accounting in accordance with standing operating procedures (SOP) and alert plan.</li> <li>d. Coordinates with higher headquarters for guidance concerning deployment requirements.</li> <li>e. Briefs unit leaders on deployment and mission requirements.</li> <li>f. Briefs higher headquarters commander and staff on status of deployment alert activities.</li> </ul> </li> <li>* 2. The NCOIC and designated leaders supervise alert notification activities. (03-3711.12-0001, 158-300-0030A, 805C-PAD-1245, S1-0320.00-0001)                             <ul style="list-style-type: none"> <li>a. Direct Unit Movement Officer/Noncommissioned Officer (UMO/NCO) to update movement plan, deployment standing operating procedure (SOP), and marshaling area (MA) plans, as required.</li> <li>b. Assign additional and/or replacement personnel to deployment teams, as required.</li> <li>c. Monitor security of unit area for compliance with security plan.</li> <li>d. Monitor recall of unit personnel to ensure recall time standards are met and personnel accountability is accomplished IAW recall plan.</li> <li>e. Submit reports to higher headquarters IAW recall, security and movement plans, and deployment operations order (OPORD).</li> <li>f. Provide family members with information on deployment, as permitted.</li> </ul> </li> <li>* 3. The NCOIC and designated leaders perform recall personnel accountability functions. (071-328-5301, 158-300-0030A, 805C-PAD-2461)                             <ul style="list-style-type: none"> <li>a. Initiate recall procedures IAW recall plan.</li> <li>b. Set up central check-in IAW recall plan.</li> <li>c. Check personnel as they arrive to ensure only personnel listed on current access rosters enter the unit area.</li> <li>d. Annotate recall roster to indicate personnel are present for duty as they arrive.</li> <li>e. Compute percent present for duty, IAW recall plan.</li> <li>f. Brief commander on present-for-duty status as recall progresses.</li> </ul> </li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>g. Abolish control check-in point when 100 percent of unit personnel are present or accounted for.</p> <p>* 4. Commander coordinates assembly of deployment teams. (158-300-0030A, 805C-PAD-2461)</p> <ul style="list-style-type: none"> <li>a. Identifies unit deployment team requirements by reviewing movement plan.</li> <li>b. Confirms deployment team personnel are available.</li> <li>c. Directs assignment of additional and/or replacement deployment team members, as required.</li> <li>d. Briefs deployment teams on their duties and responsibilities IAW the movement plan.</li> </ul> <p>* 5. Section chiefs and unit leaders supervise alert activities. (03-3711.12-0001, 071-328-5301, 158-300-0030A)</p> <ul style="list-style-type: none"> <li>a. Monitor arrival of personnel to ensure all personnel are accounted for.</li> <li>b. Inspect personnel as they arrive to ensure all have required clothing and personal gear.</li> <li>c. Inspect alert bags to ensure all personal gear is present and serviceable.</li> <li>d. Supervise establishment of security of assigned area IAW security plan.</li> <li>e. Brief personnel on deployment.</li> </ul> <p>6. Unit personnel conduct alert activities. (03-3711.12-0001, 071-328-5301, 805C-PAD-1245)</p> <ul style="list-style-type: none"> <li>a. Relay alert notification, as required.</li> <li>b. Report for duty IAW recall plan.</li> <li>c. Repair or replace personal gear, as required.</li> <li>d. Perform security functions, as required.</li> <li>e. Provide dependents with information on deployment, as permitted.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
03-3711.12-0001	Implement Operations Security	STP 21-II-MQS
071-328-5301	Inspect Personnel/Equipment	STP 21-24-SMCT
158-300-0030A	Brief to Inform, Persuade, or Direct	STP 21-II-MQS
805C-PAD-1245	Support Unit and Family Readiness Through the Army Family Team Building Program	STP 21-1-SMCT
805C-PAD-2461	Maintain Accountability of Personnel	STP 21-24-SMCT
S1-0320.00-0001	Explain the Army Views on Family Awareness	STP 21-II-MQS

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Move to Mobilization Station (14-7-3508)  
 (FM 100-17) (AR 600-55) (FM 21-60)  
 (FM 21-75) (FM 3-11-4) (FM 3-11-5)  
 (FM 3-25.26) (FM 55-15) (FM 55-30)  
 (FM 7-10)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Unit receives directions to convoy by road to the mobilization station in four hours. Unit personnel are present and assembled at the home station. Advance party is at the mobilization station. All transportation assets required to conduct movement are present and have been loaded with unit supplies and equipment. There is a designated route of movement and maps, overlays with checkpoints, release points and critical points are available. The convoy may go through urban areas, travel during daylight and darkness, and conduct halts during movement. Unit requested and received approval for enroute convoy support requirements, such as police escorts and other traffic control aspects. During move, the unit may encounter terrorist operations and hostile attempts to gain information about friendly forces. This task should not be trained in MOPP4.

**TASK STANDARDS:** All designated personnel and equipment departed home station at the designated time, implemented all security/counter-terrorist measures, followed the prescribed route, and arrived safely at the mobilization station in accordance with the movement order, and applicable directives, policies, and procedures.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Commander issues a warning order to subordinate leaders/serial commanders. (01-0300.00-0001, 01-7200.75-0100, 04-3303.02-0039) a. Issues planning guidance and concept of movement. b. Directs personnel to finalize detailed movement plans and orders. c. Directs personnel to prepare detailed movement plans for alternate route. d. Verifies understanding of order and guidance by having leaders brief key portions of the order.  2. Soldiers prepare for movement. (03-0170.01-1005, 071-328-5301) a. Receive briefing of commander's guidance from leaders/serial commanders. b. Account for all personnel and equipment. c. Initiate final inspections of personnel, equipment and loads. d. Review standing operating procedures movement and safety procedures. e. Report preparation status to the command group and staff.  * 3. Commander issues movement order to unit leaders/serial commanders. (01-7200.75-0100, 04-3303.02-0039) a. Approves movement plans. b. Resolves movement problems.  * 4. Unit leaders/serial commanders execute movement order. (01-0300.00-0001, 01-7200.75-0100, 01-7300.75-0500, 04-3303.02-0039, 158-300-0030A) a. Establish time schedule and designates load up time. b. Issue maps, overlays and movement materials.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>c. Brief unit and supporting transportation personnel on route, start point, release point, rest stops, critical points, other control measures and movement procedures.</li> <li>d. Provide road, weather, visibility and safety information.</li> <li>e. Address contingencies for accidents, mechanical failures and other unanticipated actions.</li> <li>f. Brief unit and supporting personnel on selected alternate route.</li> </ul> <p>5. Unit conducts road movement. (01-7200.75-0100, 551-721-1359)</p> <ul style="list-style-type: none"> <li>a. Crosses start point at the designated time.</li> <li>b. Maintains route, vehicle intervals and rate of march specified in the movement order.</li> <li>c. Complies with convoy commander guidance provided via radio, visual signals and other techniques.</li> <li>d. Halts at designated intervals to rest drivers, inspect loads and vehicles, eat, and perform personal hygiene.</li> <li>e. Maintains appropriate level of convoy security.</li> <li>f. Provides enroute status reports to convoy control agencies, the mobilization station, and higher HQ.</li> </ul> <p>6. Soldiers arrive at mobilization station. (01-7200.75-0100, 03-0170.01-1005, 551-721-1359)</p> <ul style="list-style-type: none"> <li>a. Occupy designated unit area.</li> <li>b. Link up with advance party.</li> <li>c. Account for all personnel, equipment and supplies.</li> <li>d. Establish local security.</li> <li>e. Report arrival to higher HQ and the mobilization station commander.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
01-0300.00-0001	Conduct Briefings	STP 21-II-MQS
01-7200.75-0100	Conduct Convoy Operations	STP 21-II-MQS
01-7300.75-0500	Plan Convoy Operations	STP 21-II-MQS
03-0170.01-1005	Perform Wartime Strength Accounting at Unit Level	STP 21-II-MQS
04-3303.02-0039	Plan and Execute a Route	STP 21-II-MQS
071-328-5301	Inspect Personnel/Equipment	STP 21-24-SMCT
158-300-0030A	Brief to Inform, Persuade, or Direct	STP 21-II-MQS
551-721-1359	Drive Vehicle in a Convoy	STP 21-1-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Conduct Mobilization Activities (14-7-3510)  
 (FM 100-17) (AR 350-1) (AR 350-41)  
 (AR 600-8-101) (AR 690-11) (DA PAM 360-525)  
 (DA PAM 600-72) (FM 21-75)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Unit is at mobilization station. All assigned personnel and equipment are present. All required publications, (standing operating procedures, regulations, field manuals, etc.) are available. Mobilization station support facilities, equipment, personnel and other resources are prepared and available for unit use. This task should not be trained in MOPP4.

**TASK STANDARDS:** Unit was certified for deployment by mobilization station commander in accordance with the time specified in the time-phased force deployment data.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Leaders conduct mobilization station operations. (03-5101.00-0015, 04-8951.00-0892, 805C-75H-4033)</p> <ul style="list-style-type: none"> <li>a. Maintain liaison with the mobilization station commander, staff, and other designated support agencies.</li> <li>b. Coordinate mobilization station postal, legal, medical, dental, morale/welfare/recreation, religious, financial, and other support for unit personnel.</li> <li>c. Coordinate external support for unit training and personnel and equipment processing.</li> <li>d. Prepare a unit master schedule of training, personnel and equipment processing, and other major activities.</li> <li>e. Maintain status information on mobilization station processing.</li> <li>f. Conduct public affairs program.</li> <li>g. Provide unit status information to the mobilization station commander, staff, parent active component unit, and state/reserve component elements.</li> </ul> <p>* 2. Leaders process personnel. (805C-75B-1253)</p> <ul style="list-style-type: none"> <li>a. Provide personnel billeting, mess, and other mobilization station living accommodations.</li> <li>b. Cross-level personnel.</li> <li>c. Process filler and replacement personnel.</li> <li>d. Maintain personnel accountability and processing status.</li> <li>e. Conduct troop information programs.</li> <li>f. Render periodic personnel status reports.</li> </ul> <p>3. Supply personnel process equipment and supplies for movement. (03-5101.00-0015, 101-521-1151, 101-521-1154)</p> <ul style="list-style-type: none"> <li>a. Cross-level equipment and supplies.</li> <li>b. Process equipment and supplies issued to fill shortages and replace unserviceable equipment.</li> <li>c. Oversee marking of items in accordance with transportation regulations.</li> <li>d. Stage/position equipment and supplies for loading.</li> <li>e. Load items.</li> <li>f. Verify loaded vehicles weight and balance.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
g. Render periodic equipment status reports.		
* 4. Commander obtains deployability certification. (805C-75H-4033)		
a. Verifies that unit meets all deployment criteria.		
b. Presents unit status and other information to the mobilization station commander.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
03-5101.00-0015	Determine Field Service Support Requirements	STP 10-92Y24-SM-TG
04-8951.00-0892	Conduct an After-Action Review	STP 21-I-MQS
101-521-1151	Order Supplies and Equipment	STP 10-92Y1-SM
101-521-1154	Receive Supplies and Equipment	STP 10-92Y1-SM

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FIN SPT TEAM  
 FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS

**TASK:** Prepare Personnel for Deployment (FD) (12-7-0601.14-0602)  
 (FM 100-17) (FM 55-10)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is tasked to deploy to a theater of operations and directed to process personnel for oversea movement. Higher headquarters has provided a soldier readiness processing (SRP) schedule to the commander. Unit personnel have been recalled for deployment. Higher HQ has obtained installation facilities and contact team support to conduct SRP activities. Transportation to move the unit to SRP facilities is available. The deployment standing operating procedures (SOP), movement plan, family assistance plan, and deployment operations order (OPORD) are available. SRP activities are performed day or night under all environmental conditions. This task should not be trained in MOPP4.

**TASK STANDARDS:** SRP activities were accomplished IAW the movement plan, deployment OPORD, higher HQ SRP schedule, and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander directs personnel and administrative SRP activities. (805C-42A-4031, 805C-PAD-1245)</p> <ul style="list-style-type: none"> <li>a. Provides SRP schedule to the detachment SGT.</li> <li>b. Directs the detachment SGT to publish an SRP schedule based on the higher HQ SRP schedule.</li> <li>c. Forwards list of nondeployable personnel to higher HQ personnel section.</li> <li>d. Directs personnel to complete SRP activities.</li> <li>e. Directs personnel to secure privately owned vehicles (POV) and personal property IAW movement plan.</li> <li>f. Prepares briefing for dependents.</li> <li>g. Coordinates with higher HQ to close out unit fund account.</li> <li>h. Verifies that 100 percent of deploying personnel have processed.</li> <li>i. Briefs higher HQ commander on status of SRP activities.</li> </ul> <p>2. Personnel section conducts personnel replacement functions. (805C-42A-4031, 805C-42B-0003, 805C-75H-4043)</p> <ul style="list-style-type: none"> <li>a. Identifies nondeployable personnel by reviewing monthly unit status report (USR), detachment sergeant daily report, and SRP results.</li> <li>b. Coordinates with higher HQ for replacement personnel.</li> <li>c. Recommends assignment of replacement personnel to commander.</li> <li>d. Assigns replacement personnel IAW commander's instructions.</li> </ul> <p>* 3. Detachment SGT directs SRP activities. (805C-42A-4031)</p> <ul style="list-style-type: none"> <li>a. Publishes SRP schedule based on movement plan, higher HQ SRP schedule, and commander's guidance.</li> <li>b. Distributes SRP schedule to team(s).</li> <li>c. Monitors SRP to ensure personnel activities are completed IAW SRP schedule.</li> <li>d. Requests additional support from the higher HQ.</li> <li>e. Briefs commander on SRP status.</li> </ul> <p>* 4. Section/team leaders supervise personnel and administrative SRP activities. (805C-42A-4031, 805C-PAD-1245)</p>		

<b>TASK STEPS AND PERFORMANCE MEASURES</b>	<b>GO</b>	<b>NO-GO</b>
a. Inspect security of POVs and personal property for compliance with movement plan and commander's instructions. b. Inspect processing documents to assure all personnel successfully complete all requirements. c. Brief personnel on family assistance plan.  5. Designated personnel perform SRP activities. (805C-42A-4031) a. Complete SRP activities. b. Secure POVs and personal property IAW movement plan and commander's instructions.		

<b>TASK PERFORMANCE / EVALUATION SUMMARY BLOCK</b>							
<b>ITERATION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		<b>TOTAL</b>
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
805C-42A-4031	Conduct Soldier Readiness Plan	STP 12-42A35-SM-TG STP 12-42B-OFS
805C-42B-0003	Manage Personnel Replacement Operations	STP 12-42B-OFS
805C-PAD-1245	Support Unit and Family Readiness Through the Army Family Team Building (AFTB) Program	STP 21-1-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Perform Predeployment Supply Activities (63-2-8004.14-8004)  
 (FM 100-17) (AR 220-10) (AR 700-84)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is preparing for deployment to an overseas site. Basic loads of ammunition, rations, and repair parts are available. The unit movement plan, tactical standing operating procedure (TSOP), and higher headquarters (HQ) deployment operations order (OPORD) are available. Predeployment supply activities are performed day or night under all environmental conditions. This task should not be trained in MOPP4.

**TASK STANDARDS:** Predeployment supply activities were accomplished IAW the movement plan, TSOP, and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander directs predeployment supply activities. (03-5101.00-0281, 158-300-0030A, S3-5101.00-0225, S3-5101.00-0269)</p> <ul style="list-style-type: none"> <li>a. Identifies float and/or replacement equipment and additional supply requirements based on the deployment OPORD, mission, enemy, terrain, troops, time available, and civil considerations (METT-TC), and coordination with supply personnel.</li> <li>b. Coordinates with supply personnel for issue of additional supplies, as required.</li> <li>c. Directs supply personnel to draw needed float and/or replacement equipment.</li> <li>d. Directs unit leaders to provide supply and equipment requests to supply sergeant.</li> <li>e. Directs supply sergeant or designated personnel to request required supplies and equipment.</li> <li>f. Briefs higher HQ commander and the supply personnel on supply status, as required.</li> </ul> <p>2. Unit performs predeployment supply activities. (101-521-2201)</p> <ul style="list-style-type: none"> <li>a. Identifies shortages of supplies and equipment by conducting inventories and inspections.</li> <li>b. Submits requests for supplies and equipment to supply sergeant IAW TSOP, as required.</li> <li>c. Issues individual basic loads, as required.</li> </ul> <p>3. Unit requests supply support. (03-5101.00-0001, 03-5101.00-0281, 03-5101.00-0284, 101-521-2201, 158-300-0030A)</p> <ul style="list-style-type: none"> <li>a. Submits requests for issue of personal clothing and equipment to supply section IAW AR 700-84.</li> <li>b. Submits request for basic loads and required supplies and equipment to supply section IAW movement plan and TSOP.</li> <li>c. Draws basic loads IAW instructions from supply personnel.</li> <li>d. Coordinates with supply personnel to resolve outstanding requisitions.</li> <li>e. Coordinates with commander or supply personnel for transportation and materials handling equipment (MHE) support to pick-up, issue, and/or pack deployment supplies, if necessary.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
f. Inspects float and/or replacement equipment for serviceability. g. Signs for float and/or replacement equipment. h. Issues supplies and equipment IAW TSOP, as required. i. Secures unissued supplies and equipment IAW TSOP. j. Turns-in equipment, supplies, and hazardous material to appropriate facility, as required. k. Briefs commander on deployment supply status.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
03-5101.00-0001	Supervise Preparation and Maintenance of Unit Supply Records	STP 10-92Y24-SM-TG
03-5101.00-0281	Direct the Preparation and Maintenance of Unit Supply Records	STP 10-92Y24-SM-TG
03-5101.00-0284	Inspect Unit Supply Records	STP 21-II-MQS
101-521-2201	Update Supply Status List and Cards	STP 10-92Y24-SM-TG
158-300-0030A	Brief to Inform, Persuade, or Direct	STP 21-II-MQS
S3-5101.00-0225	Discuss Command Supply Discipline Program	STP 21-II-MQS
S3-5101.00-0269	The US Army Supply System	STP 21-I-MQS

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FIN SPT TEAM  
 FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS

**TASK:** Perform Predeployment Maintenance (63-2-8005.14-8005)  
 (DA PAM 738-750) (AR 220-1) (AR 700-138)  
 (AR 750-1) (DA PAM 750-35) (FM 100-17)  
 (FM 4-30.3) (FM 55-12)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is preparing for deployment to an overseas site. Sufficient time exists for the unit to conduct predeployment maintenance activities. Required tools, equipment, and personnel are available. Maintenance support teams (MST) are available in the unit maintenance area. The movement plan, maintenance standing operating procedure (SOP), and higher headquarters (HQ) deployment operations order (OPORD) are available. Predeployment maintenance is performed day or night under all environmental conditions. This task should not be trained in MOPP4.

**TASK STANDARDS:** Predeployment maintenance was accomplished IAW the maintenance SOP and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>NOTE: Task steps 1 and 2 do not apply to the Finance Detachment.</p> <ul style="list-style-type: none"> <li>* 1. Commander directs predeployment maintenance activities. (01-4965.90-0001, 03-4966.90-0010, 03-4976.90-0501, 03-5101.00-0283)                             <ul style="list-style-type: none"> <li>a. Monitors maintenance activities for compliance with the maintenance SOP and commander's guidance.</li> <li>b. Approves the use of controlled exchange when required repair parts are not available.</li> <li>c. Checks materiel condition status report (MCSR) for accuracy and completeness.</li> <li>d. Forwards MCSR to the supply section.</li> <li>e. Coordinates with supply section for maintenance support, as required.</li> <li>f. Prioritizes repair of vehicles and equipment.</li> <li>g. Enforces safety procedures.</li> </ul> </li> <li>* 2. Commander and leaders supervise predeployment maintenance activities. (01-4965.90-0001, 03-4966.90-0010, 03-4976.90-0501, 03-5101.00-0283)                             <ul style="list-style-type: none"> <li>a. Identify unit operational readiness levels by reviewing vehicle and equipment status reports, PMCS, and predeployment maintenance checks.</li> <li>b. Prepare MCSR IAW AR 220-1 and AR 700-138.</li> <li>c. Submit current MCSR.</li> <li>d. Submit request for MSTs as required.</li> <li>e. Submit request for controlled exchanges for approval.</li> <li>f. Enforce safety procedures.</li> </ul> </li> <li>* 3. Unit leaders supervise predeployment operator maintenance activities. (01-4965.90-0001, 03-4966.90-0010, 03-4976.90-0501, 03-5101.00-0283)                             <ul style="list-style-type: none"> <li>a. Monitor performance of preventive maintenance checks and services (PMCS) and predeployment maintenance for compliance with maintenance SOP, appropriate technical manual (TM), and commander's guidance.</li> <li>b. Inspect vehicles, weapons, and equipment to ensure compliance with maintenance SOP, appropriate TM and commander's guidance.</li> <li>c. Provide input for MCSR to motor officer, as required.</li> </ul> </li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Enforce safety procedures.		
4. Unit performs predeployment operator maintenance.		
a. Performs PMCS IAW appropriate TMs.		
b. Notifies supervisor of maintenance problems beyond operator's capabilities.		
c. Employs safety procedures.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
01-4965.90-0001	Supervise Unit Maintenance Operations	STP 21-II-MQS
03-4966.90-0010	Supervise Preventive Maintenance Checks and Services	STP 21-II-MQS
03-4976.90-0501	Prepare a Material Condition Status Report	STP 21-II-MQS
03-5101.00-0283	Supervise the Maintenance of Unit Prescribed Load List	STP 21-II-MQS

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Perform Predeployment Training (63-1-8003.14-8003)  
 (FM 7-1) (AR 220-10) (AR 350-1)  
 (AR 350-41) (FM 100-17) (FM 25-5)  
 (FM 7-0)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is preparing for deployment to an overseas site. Sufficient time exists for the unit to conduct training. The commander has designated a training officer/NCO. The unit standing operating procedure (SOP), movement plan, higher headquarters (HQ) operations order (OPORD), and training records are available. The unit is deploying as an element to support a higher headquarters. Training is performed day or night under all environmental conditions. This task should not be trained in MOPP4.

**TASK STANDARDS:** Training activities were accomplished IAW the training schedule and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander directs training activities. (01-0300.00-0001, 01-8951.00-8959)</p> <ul style="list-style-type: none"> <li>a. Identifies training requirements through coordination with unit leaders and review of the movement plan and training records.</li> <li>b. Identifies special training requirements.</li> <li>c. Schedules training to correct training deficiencies.</li> <li>d. Designates personnel to receive training IAW instructions from the training officer and NCO.</li> <li>e. Briefs higher HQ commander on status of training.</li> </ul> <p>* 2. Senior leaders supervise training activities. (01-8951.00-8959, 04-8951.00-0812, 04-8951.00-0832)</p> <ul style="list-style-type: none"> <li>a. Develop training schedule based on movement plan, OPORD, specialized training requirements, and commander's instructions.</li> <li>b. Coordinate training support with the commander and leaders, as required.</li> <li>c. Provide training schedule to unit leaders, as appropriate.</li> <li>d. Monitor training to ensure appropriate training is provided to personnel.</li> <li>e. Brief commander on status of predeployment training.</li> </ul> <p>* 3. Unit leaders perform training activities. (01-8951.00-8959, 04-8951.00-0812, 04-8951.00-0832)</p> <ul style="list-style-type: none"> <li>a. Coordinate with supporting unit movement officer (UMO)/NCO for required training support.</li> <li>b. Conduct training IAW training schedule, if required.</li> <li>c. Monitor training to ensure appropriate training is provided IAW training schedule.</li> <li>d. Annotate training results on individual and team training records.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
01-0300.00-0001	Conduct Briefings	STP 21-II-MQS
01-8951.00-8959	Conduct Training at Company Level	STP 21-II-MQS
04-8951.00-0812	Prepare to Conduct Training	STP 21-I-MQS
04-8951.00-0832	Conduct Training	STP 21-I-MQS

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Perform Port of Embarkation/Debarkation Activities (14-7-8021)  
 (FM 100-17) (FM 100-17-5) (FM 55-10)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit arrives at the port of embarkation/port of debarkation (POE/POD) marshaling area (MA) for movement. The installation transportation officer (ITO) or movement control team (MCT) has an advance party at the POE/POD to assist in coordinating POE/POD activities. Transportation support is available. Movement standing operating procedures (SOP) and plan, and higher headquarters OPORDs are available. The unit has a trained officer and NCO appointed as UMO/NCO. The unit is moving as an element of support for higher headquarters. Performance of POE/POD activities occur day or night, under all environmental conditions. While performing POE/POD activities, the unit may encounter terrorist operations and hostile attempts to obtain information about friendly forces. This task should not be trained in MOPP4.

**TASK STANDARDS:** POE/POD activities were safely performed IAW the movement plan and instructions of the higher headquarters.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander coordinates arrival of personnel. (01-0300.00-0001, 03-3751.05-0501, 03-5101.00-0282, S1-0300.00-0003)</p> <ul style="list-style-type: none"> <li>a. Coordinates with higher headquarters advance party, arrival airfield control group (AACG) officials, and air terminal movement control team (ATMCT) upon arrival for location of holding and marshaling areas, maintenance support, movement support, security, and other special requirements.</li> <li>b. Assembles unit in holding area.</li> <li>c. Directs unit leaders to establish security, as required.</li> <li>d. Coordinates with operations to verify movement arrangements.</li> <li>e. Coordinates with supply NCO or ATMCT for transportation support to MA, holding area, and staging area (SA).</li> <li>f. Briefs unit leaders on requirements and movement arrangements.</li> <li>g. Briefs higher headquarters advance party OIC on activities, as required.</li> </ul> <p>* 2. UMO/NCO coordinates POE/POD activities. (01-0300.00-0001, 01-7300.75-0500, 03-5101.00-0282)</p> <ul style="list-style-type: none"> <li>a. Coordinates with AACG for loading, off loading, and movement schedules.</li> <li>b. Briefs unit leaders on loading, off loading and movement schedules.</li> <li>c. Provides AACG, supporting installation officials, and operations representative a copy of deployment equipment list (DEL).</li> <li>d. Coordinates with operations representatives for convoy routes, maps, and timetable for road move.</li> <li>e. Coordinates with supply representatives for fuel and supplies for road movements.</li> <li>f. Briefs commander on activities.</li> </ul> <p>* 3. Unit leaders supervise POE/POD activities. (01-0300.00-0001, 01-9003.00-0010, 03-3751.05-0501, 03-5101.00-0002, 071-328-5301, 850-001-3001)</p> <ul style="list-style-type: none"> <li>a. Inspect personnel and weapons for accountability.</li> <li>b. Brief personnel on location of holding and marshaling areas, movement requirements, and special requirements.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Establish security IAW commander's instructions. d. Designate personnel to assist in loading/off loading, as required. e. Inspect personnel and personal gear at the holding area and MA to ensure all personnel have arrived with required personal gear. f. Brief commander on activities. g. Enforce safety procedures.  4. Soldiers perform POE/POD activities. (03-5101.00-0002, 071-328-5301) a. Assemble in holding area, as directed. b. Perform loading/off loading activities IAW instructions of AACG officials and loadmasters. c. Move to MA IAW commander's instructions. d. Inspect vehicles and equipment to ensure all equipment is loaded/off loaded and serviceable. e. Notify unit leaders of vehicle and/or equipment deficiencies that cannot be corrected. f. Reconfigure vehicles and cargo for movement, if necessary. g. Prepare for movement, if necessary. h. Load baggage for movement, as directed. i. Board transportation for movement, as directed.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
01-0300.00-0001	Conduct Briefings	STP 21-II-MQS
01-7300.75-0500	Plan Convoy Operations	STP 21-II-MQS
01-9003.00-0010	Develop Leader Safety Awareness	STP 21-II-MQS
03-3751.05-0501	Administer Unit Physical Security Program	STP 21-II-MQS
03-5101.00-0002	Inspect the Storage of Supplies, Weapons, and Equipment	STP 10-92Y24-SM-TG
03-5101.00-0282	Direct the Storage of Unit Supplies, Weapons, Equipment, and Ammunition	STP 10-92Y24-SM-TG
071-328-5301	Inspect Personnel/Equipment	STP 21-24-SMCT
850-001-3001	Control Mission Safety Hazard	STP 21-24-SMCT
S1-0300.00-0003	Post and Installation Support	STP 21-I-MQS

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Deploy to Theater of Operations (14-7-3402)  
 (AR 600-55) (FM 21-60) (FM 21-75)  
 (FM 3-11-4) (FM 3-11-5) (FM 3-25.26)  
 (FM 55-15) (FM 55-30) (FM 7-10)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Unit move to the port of embarkation (POE) has been directed. Movement plans, transportation assets, POE departure locations, mode of travel, time schedules, and all required documentation are known/available. Key agencies/personnel are prepared to support all deployment services/activities. During movement, the unit may encounter terrorist operations and hostile attempts to gain information about friendly forces. This task should not be trained in MOPP4.

**TASK STANDARDS:** Unit personnel moved as directed. Security procedures were implemented. All designated equipment, vehicles and personnel arrived in theater and were prepared to move to their area of operations.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>* 1. Commander issues a warning order to subordinate leaders. (03-7151.01-0100, 158-300-0030A)                             <ul style="list-style-type: none"> <li>a. Issues planning guidance and concept of movement.</li> <li>b. Directs finalization of detailed movement plans and orders.</li> <li>c. Verifies understanding of order and guidance by having leaders brief back key portions of the order.</li> </ul> </li> <li>* 2. Leaders prepare for movement. (03-7151.01-0100, 04-3303.02-0039)                             <ul style="list-style-type: none"> <li>a. Review commander's guidance.</li> <li>b. Account for all personnel and equipment.</li> <li>c. Conduct final inspections of personnel, equipment and loads.</li> <li>d. Review standing operating procedure (SOP) movement/safety procedures.</li> <li>e. Report preparation status to commander.</li> </ul> </li> <li>* 3. Leaders prepare written movement order. (03-7151.01-0100, 158-300-0030A)                             <ul style="list-style-type: none"> <li>a. Contact responsible internal or external agencies for essential information and coordination.</li> <li>b. Draft order.</li> <li>c. Staff order.</li> <li>d. Brief commander on details of the order.</li> </ul> </li> <li>* 4. Leaders inspect unit and subordinate element actions in preparation for movement. (03-7151.00-0002, 03-7151.01-0100, 551-722-4400)                             <ul style="list-style-type: none"> <li>a. Account for all personnel, equipment, and supplies.</li> <li>b. Report failures to meet required standards to the responsible commander.</li> <li>c. Contact responsible agencies to provide support and assistance when element capabilities are exceeded.</li> <li>d. Establish unit area security.</li> <li>e. Report arrival to the POE commander.</li> </ul> </li> <li>* 5. Commander issues movement order. (03-7151.00-0002, 03-7151.01-0100)                             <ul style="list-style-type: none"> <li>a. Approves unit movement plans.</li> </ul> </li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>b. Issues movement order to staff and subordinate leaders. c. Resolves movement problems.</p> <p>* 6. Serial commander(s) issue(s) movement orders. (03-7151.00-0002, 03-7151.01-0100, 158-300-0030A)</p> <p>a. Establishes time schedule and load up time. b. Briefs unit and supporting transportation personnel on route, start point, release point, rest stops, critical points, other control measures and movement procedures. c. Issues maps, overlays and movement materials. d. Addresses contingencies for accidents, mechanical failures and unanticipated actions.</p> <p>7. Unit conducts road movement to POE. (01-7200.75-0100, 071-326-3013)</p> <p>a. Crosses start point at the designated time. b. Maintains route, vehicle intervals and rate of march specified in the order or unit SOP. c. Complies with convoy commander guidance provided via radio, visual signals and other techniques. d. Halts at designated intervals to rest drivers, inspect loads and vehicles, eat and perform personal hygiene. e. Maintains appropriate level of convoy security. f. Provides enroute status reports to convoy control agencies, the mobilization station, and higher headquarters.</p> <p>8. Unit arrives at POE. (805C-PAD-2461)</p> <p>a. Occupies designated areas. b. Links up with forward element/advance party. c. Accounts for all personnel, equipment and supplies. d. Establishes unit area and local security. e. Reports arrival to the POE commander.</p> <p>* 9. Leaders conduct POE operations. (03-7151.00-0002)</p> <p>a. Inspect subordinate element operations to ensure movement requirements are satisfied. b. Report all failures to accomplish required actions to proper authority.</p> <p>10. Supply personnel conduct POE processing. (03-7151.01-0100, 551-721-1352, 551-722-4404, 551-722-4411)</p> <p>a. Inspect personnel and equipment to ensure that requirements for movement are satisfied. b. Verify personnel, equipment and vehicles are present for loading on departure craft.</p> <p>11. Soldiers conduct enroute activities. (04-8951.00-0812, 04-8951.00-0832, 158-300-0030A)</p> <p>a. Maintain security. b. Implement contingency measures. c. Implement convoy procedures.</p> <p>12. Unit arrives at aerial port of debarkation/sea port of debarkation (APOD/SPOD). (03-7151.01-0100, 805C-PAD-2461)</p> <p>a. Assembles personnel for accountability and receipt of initial instructions. b. Accomplishes activities directed by APOD/SPOD representatives.</p> <p>*13. Leaders conduct APOD/SPOD processing in preparation for movement to area of operations. (03-7151.01-0100, 551-722-4400)</p>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Assemble personnel, equipment and vehicles at designated location. b. Inform higher headquarters that unit is prepared to move to area of operations.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
01-7200.75-0100	Conduct Convoy Operations	STP 21-II-MQS
03-7151.00-0002	Supervise Unit Movement Operations	STP 21-II-MQS
03-7151.01-0100	Prepare/Execute Unit Movement Plans	STP 21-II-MQS
04-3303.02-0039	Plan and Execute a Route	STP 21-II-MQS
04-8951.00-0812	Prepare to Conduct Training	STP 21-I-MQS
04-8951.00-0832	Conduct Training	STP 21-I-MQS
071-326-3013	Conduct a Tactical Road March	STP 21-24-SMCT
158-300-0030A	Brief to Inform, Persuade, or Direct	STP 21-II-MQS
551-721-1352	Perform Vehicle Preventive Maintenance Checks and Services (PMCS)	STP 21-1-SMCT
551-722-4400	Collect Movement Requirement Information	STP 55-88N24-SM-TG
551-722-4404	Coordinate Movements with Local Motor Transport Units	STP 55-88N24-SM-TG
551-722-4411	Coordinate Passenger Movement with MAC/MSC	STP 55-88N24-SM-TG
805C-PAD-2461	Maintain Accountability of Personnel (Status Report)	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Prepare Unit to Move (63-2-1002.14-1002)  
 (FM 55-10) (FM 20-3) (FM 3-11-4)  
 (FM 3-11-5) (FM 3-25.26) (FM 55-30)  
 (FM 7-20) (FORS REG 55-1) (JP 4-01.3)

**ITERATION:** 1 2 3 4 5 M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The displacement plan is complete and section leaders brief soldiers on the plan. Movement can occur in a field environment. The supporting headquarters (HQ) has selected tentative routes of march and has tasked the unit for a reconnaissance party to reconnoiter a tentative route. Area reconnaissance has been accomplished by supporting HQ staff personnel. The supporting HQ designates the route for the unit move. The supporting HQ and unit tactical standing operating procedures (TSOP) are available. The operations order (OPORD) and movement order are available. The reconnaissance team is briefed by the supporting HQ and unit commander. The unit movement commander has been designated. The unit displacement plan has been disseminated. Strip maps are provided by the supporting HQ. Load plans are available. Advance/quartering party is dispatched prior to completion of this task. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** Unit was ready to cross start point (SP) NLT time prescribed in movement order. At MOPP4, performance degradation factors increase preparation time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>* 1. Commander directs leaders and subordinate elements to prepare movement plan.</li> <li>* 2. Leaders plan movement route. (03-9007.01-0020, 04-3302.01-0003, 04-3303.01-0019, 04-3303.02-0039, 04-3306.01-0008, 071-329-1001, 071-329-1005, 071-329-1008, 071-329-1019, 071-331-0820)                         <ul style="list-style-type: none"> <li>a. Verify map information along route(s) for accuracy.</li> <li>b. Identify locations of all culverts, ferries, fording areas, steep grades, and possible ambush sites.</li> <li>c. Prepare overlay depicting route, obstructions, and key features.</li> <li>d. Compute travel time and distance from a proposed SP to release point.</li> </ul> </li> <li>3. Designated personnel conduct route reconnaissance. (04-3302.01-0003, 04-3303.01-0019, 04-3303.02-0039, 04-3306.01-0008, 071-331-0820)                         <ul style="list-style-type: none"> <li>a. Wear or carry designated uniform and equipment IAW SOP and supporting HQ guidance.</li> <li>b. Activate the automatic chemical alarm(s) system on lead vehicle, if available.</li> <li>c. Position chemical detection paper where it can be observed at all times.</li> <li>d. Position dosimeters where they can be constantly monitored.</li> <li>e. Verify map information along route(s) for accuracy.</li> <li>f. List capacities of all bridges and underpasses.</li> <li>g. Identify locations of all culverts, ferries, fording areas, steep grades, and possible ambush sites.</li> <li>h. Prepare overlay depicting route, obstructions, and key natural and man-made features.</li> <li>i. Compute travel time and distance from a proposed SP to RP.</li> <li>j. Brief unit commander upon return.</li> </ul> </li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>4. Unit personnel prepare vehicles and equipment. (052-191-1362)</p> <ul style="list-style-type: none"> <li>a. Perform before-operations PMCS on all vehicles and equipment.</li> <li>b. Correct all vehicle and equipment discrepancies within the operator's capabilities IAW applicable TM.</li> <li>c. Report all deficiencies beyond operator's capability to supervisor.</li> <li>d. Remove all unit identification markings on vehicles.</li> <li>e. Cover all reflective surfaces of all vehicles or cargo with available materials.</li> <li>f. Place antennas at lowest height.</li> <li>g. Turn radio volume and squelch to lowest operational setting consistent with operational requirements.</li> <li>h. Set squelch setting "on" and call-light "off" when operating at night.</li> <li>i. Conduct radio check.</li> </ul> <p>5. Unit personnel dismantle current operating site. (052-191-1362)</p> <ul style="list-style-type: none"> <li>a. Dismantle tents and camouflage nets IAW applicable TM and within time specified in the displacement plan.</li> <li>b. Load all designated equipment IAW unit load plans and within time specified in the displacement plan.</li> <li>c. Disguise all critical equipment and supplies with tarpaulins or any other authorized covering.</li> <li>d. Dismantle wire communications, antennas, generators and power cables within time specified in the displacement plan.</li> <li>e. Remove all signs of area occupation.</li> <li>f. Position all stay behind vehicles and equipment in areas that provide cover and do not impede departure of main body vehicles.</li> </ul> <p>* 6. Serial commander and leaders organize convoy. (01-7300.75-0500, 03-9007.01-0020, 04-3303.02-0039)</p> <ul style="list-style-type: none"> <li>a. Assign vehicle positions with the heavier, slower vehicles placed first.</li> <li>b. Assign control vehicles without setting a pattern.</li> <li>c. Assign hardened vehicle(s) with crew-served weapons dispersed throughout the serial.</li> <li>d. Assign passenger locations where all unit personnel have a position and semi-automatic and automatic weapons are alternated throughout the convoy to cover front, rear, and flanks.</li> <li>e. Assign soldiers to air guard duties with specific search sectors covering 360 degrees.</li> <li>f. Provide vehicle position listing with location of all vehicles to the trail party leader.</li> <li>g. Open radio net(s) as specified in the movement order.</li> </ul> <p>* 7. Serial commander and section leaders conduct pre-movement inspections. (01-7300.75-0500, 04-3303.02-0039, 04-3304.01-0002)</p> <ul style="list-style-type: none"> <li>a. Inspect personnel and their equipment for compliance with commander's guidance and TSOP or movement order.</li> <li>b. Inspect organizational equipment for accountability and serviceability.</li> <li>c. Inspect vehicles, trailers, and loads for serviceability, proper stowing, and security.</li> <li>d. Forward personnel and equipment status to march commander and supporting HQ.</li> </ul> <p>* 8. Serial commander conducts briefing for unit personnel. (01-7300.75-0500, 03-9007.01-0020, 04-3303.02-0039, 04-3306.01-0008, 071-329-1001, 071-329-1005, 071-329-1008, 071-329-1019, 071-331-0820)</p> <ul style="list-style-type: none"> <li>a. Provides strip maps to each vehicle driver.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Briefs convoy route. b. Briefs convoy chain of command. c. Prescribes the rate of march and catch-up speeds. d. Briefs vehicle intervals. e. Identifies scheduled halts. f. Briefs safety, accident, and break-down procedures. g. Briefs immediate action security measures. h. Briefs blackout condition procedures. i. Identifies location of medical support. j. Provides location of maintenance support. k. Briefs location and identification of destination. l. Briefs arm/hand signals. m. Briefs radio frequencies and call signs for control personnel, security forces, fire support elements, reserve security elements, and medical support. 9. Unit personnel prepare to cross SP. a. Position all vehicles under overhead cover. b. Clear all individual and crew-served weapons. c. Post air guards in positions designate by march commander. d. Post security guards to maintain 360 degree surveillance. e. Forward movement readiness status to march commander.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

#### SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
01-7300.75-0500	Plan Convoy Operations	STP 21-II-MQS
03-9007.01-0020	Give Briefings	STP 21-I-MQS
04-3302.01-0003	Conduct a Reconnaissance	STP 21-I-MQS
04-3303.01-0019	Use a Map Overlay	STP 21-I-MQS
04-3303.02-0039	Plan and Execute a Route	STP 21-II-MQS
04-3304.01-0002	Conduct Inspection	STP 21-I-MQS
04-3306.01-0008	Analyze Terrain	STP 21-I-MQS
052-191-1362	Camouflage Equipment	STP 21-1-SMCT
071-329-1001	Identify Terrain Features on a Map	STP 21-1-SMCT
071-329-1005	Determine a Location on the Ground by Terrain Association	STP 21-1-SMCT
071-329-1008	Measure Distance on a Map	STP 21-1-SMCT
071-329-1019	Use a Map Overlay	STP 21-24-SMCT
071-331-0820	Analyze Terrain	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
DETACHMENT HEADQUARTERS

**TASK:** Perform Advance/Quartering Party Activities (63-2-1008.14-1008)  
 (FM 55-30) (FM 21-75) (FM 3-0)  
 (FM 3-11-3) (FM 3-11-4) (FM 55-10)  
 (FORS REG 55-1) (JP 3-54) (JP 4-01.3)

**ITERATION:** 1 2 3 4 5 M (Circle)  
**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Departure time for the advance/quartering party has arrived. The party is prepared to depart the assembly area. MOPP2 has been designated. All essential information such as route, order of march, and estimated arrival time of main body has been provided by the serial commander. The party leader has been issued tentative unit layout, hasty defense, and traffic plans. Serial commander's movement order and tactical standing operating procedures (TSOP) are available. The advance/quartering party possesses all required equipment. Sufficient guides, markers, and other equipment are available. Upon arrival at the new area of operations (AO), the serial commander advance/quartering party leader assigns specific unit set-up areas. During operations, the unit may encounter terrorist operations and hostile attempts to gain information about friendly forces. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** All preparation tasks were accomplished at the new operation site as directed by the quartering party, and the main body moved into position. At MOPP4, performance degradation increases setup time of elements.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> <li>1. Advance/quartering party moves to new operating site. (071-326-0515)                             <ol style="list-style-type: none"> <li>a. Wears uniform as prescribed by the movement order.</li> <li>b. Crosses start point (SP), checkpoints, and release point (RP) as prescribed by movement order.</li> <li>c. Follows prescribed route from old to new area.</li> <li>d. Reports route changes and/or information to main body by messenger, route guides, route markers, or other non-electronic means.</li> <li>e. Account for all personnel.</li> </ol> </li> <li>2. Advance/quartering party assists in securing the entire unit area. (031-503-1015, 031-503-3008)                             <ol style="list-style-type: none"> <li>a. Assumes designated MOPP level before entering new area.</li> <li>b. Provides personnel for initial security teams.</li> <li>c. Designates personnel and equipment to conduct NBC surveys of assigned area.</li> </ol> </li> <li>3. Advance/quartering party secures the unit's new AO. (031-503-1014, 031-503-1020, 031-503-2020, 031-503-3008, 031-503-3013, 04-1910.11-1001, 04-1910.11-1002, 052-191-1361, 052-191-1362, 071-326-5705)                             <ol style="list-style-type: none"> <li>a. Places observation posts (OP) on probable avenues of approach consistent with the available personnel.</li> <li>b. Parks vehicles and trailers in concealed positions with hoods up and mirrors turned toward the ground.</li> <li>c. Conducts NBC survey of the entire assigned unit area.</li> <li>d. Conducts sweep of unit area to locate all mines, booby traps, and other signs of threat presence.</li> </ol> </li> </ol>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 4. Advance/quartermaster party leader supervises area preparation tasks. (01-1940.00-1001, 03-3711.12-0001, 04-3306.01-0008)</p> <ul style="list-style-type: none"> <li>a. Conducts unit area site reconnaissance with sub-element leaders, pointing out assigned areas and traffic circulation IAW layout and traffic plans.</li> <li>b. Verifies movement of sub-elements into their respective areas to ensure compliance with layout plan.</li> <li>c. Establishes internal communications system using messenger until wire communications have been established.</li> <li>d. Enforces operations security (OPSEC) measures during area preparation.</li> <li>e. Establishes unit area entrance and exit with unit personnel as guards.</li> <li>f. Assigns to sub-elements the task of restricting entrance and exit points into and out of the unit area.</li> </ul> <p>5. Advance/quartermaster party performs area preparation tasks in a "non-urban" area. (04-3306.01-0007, 052-191-1361, 052-191-1362, 052-191-1363, 071-331-0815)</p> <ul style="list-style-type: none"> <li>a. Marks location of command post (CP) IAW the unit layout plan.</li> <li>b. Marks location of bivouac and administrative areas IAW the layout plan.</li> <li>c. Lays communications wire from CP to all sections.</li> <li>d. Marks unit area traffic direction IAW the traffic plan.</li> <li>e. Erects required tents at locations IAW the layout plan.</li> <li>f. Sets up radio antennas in locations as required by the layout plan.</li> <li>g. Marks vehicle positions allowing maximum dispersion consistent with size of area and tactical situation.</li> <li>h. Marks section's defensive boundaries IAW the security plan.</li> <li>i. Erects barriers to block all unauthorized entrances and exits.</li> <li>j. Employs camouflage and concealment measures consistent with tactical situation.</li> <li>k. Employs noise and light discipline measures.</li> </ul> <p>6. Advance/quartermaster party performs area preparation tasks in an "urban" area. (03-3711.12-0001, 071-326-5705, 071-331-0815)</p> <ul style="list-style-type: none"> <li>a. Selects buildings within assigned area that provide maximum cover, concealment, and protection.</li> <li>b. Selects building for CP that provides a line of sight for antenna(s).</li> <li>c. Clears all assigned buildings of booby traps and any unnecessary items.</li> <li>d. Erects barriers to close off or channel personnel and vehicles into designated areas.</li> <li>e. Lays communications wire from CP to all sections.</li> <li>f. Marks unit area traffic direction IAW the traffic plan.</li> <li>g. Erects required tentage at locations IAW the layout plan.</li> <li>h. Sets up radio antenna(s) in locations as required by the layout plan.</li> <li>i. Marks vehicle positions allowing maximum dispersion consistent with size of area and tactical situation.</li> <li>j. Marks section's defensive boundaries IAW the security plan.</li> <li>k. Erects barriers to block all unauthorized entrances and exits.</li> <li>l. Employs noise and light discipline measures.</li> </ul> <p>* 7. Advance/quartermaster party leader supervises reception of main body. (03-3711.12-0001)</p> <ul style="list-style-type: none"> <li>a. Identifies guide pick-up points.</li> <li>b. Briefs ground guides on moving main body into their respective areas with emphasis on OPSEC.</li> <li>c. Monitors sub-element guides' activities to ensure compliance with guidance by party leader and TSOP.</li> <li>d. Enforces counter-surveillance measures.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
8. Advance/quarterming party performs guide functions. (03-3711.12-0001, 071-331-0815) <ul style="list-style-type: none"> <li>a. Guides elements into assigned positions without having vehicles stop in exposed areas.</li> <li>b. Employs prearranged signals IAW the TSOP.</li> <li>c. Parks one vehicle at a time during darkness or reduced visibility.</li> <li>d. Employs filtered flashlights during darkness or reduced visibility.</li> <li>e. Employs counter-surveillance measures during reception activities.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
01-1940.00-1001	Supervise Construction of Obstacles	STP 21-II-MQS
031-503-1014	Identify Chemical Agents Using M8 Detection Paper	STP 21-1-SMCT
031-503-1015	Protect Yourself and Others from NBC Injury/Contamination with the Appropriate Mission-Oriented Protective Posture (MOPP)	STP 21-1-SMCT
031-503-1020	Detect Chemical Agents Using M9 Detector Paper	STP 21-1-SMCT
031-503-2020	Use and Perform Operator Maintenance on the IM93 or IM147 Dosimeter and PP1578-Series Charger	STP 21-24-SMCT
031-503-3008	Implement MOPP	STP 21-24-SMCT
031-503-3013	Use and Perform Operator Maintenance on the IM74-Series Radiacmeter	STP 21-24-SMCT
03-3711.12-0001	Implement Operations Security	STP 21-II-MQS
04-1910.11-1001	Camouflage Self, Equipment, and Position	STP 21-I-MQS
04-1910.11-1002	Locate Mines by Probing	STP 21-I-MQS
04-3306.01-0007	Practice Noise, Light, and Litter Discipline	STP 21-I-MQS
04-3306.01-0008	Analyze Terrain	STP 21-I-MQS
052-191-1361	Camouflage Yourself and Your Equipment	STP 21-1-SMCT
052-191-1362	Camouflage Equipment	STP 21-1-SMCT
052-191-1363	Camouflage Your Defensive Position	STP 21-1-SMCT
071-326-0515	Select a Movement Route Using a Map	STP 21-24-SMCT
071-326-5705	Establish an Observation Post	STP 21-24-SMCT
071-331-0815	Practice Noise, Light, and Litter Discipline	STP 21-1-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Conduct Tactical Road March (07-2-1123.14-1123)  
 (FM 55-30) (FM 3-11-4) (FM 3-11-5)

**ITERATION:** 1 2 3 4 5 M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Time specified in movement order to cross the start point (SP) has arrived. All equipment is uploaded and vehicles are positioned for departure. The route of march is identified. Unit operations may be performed during daylight or darkness, including blackout conditions. The convoy may go through an urban area. Radio and visual signals are used for march column control. Higher headquarters (HQ) tactical standing operating procedure (TSOP) and operations order (OPORD) with movement order are available. Map and overlays with checkpoints, release point (RP), and critical points are available. Column may conduct halts during movement. While conducting operations, the unit may encounter terrorist operations and hostile attempts to gain information about friendly forces. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** SP, checkpoints, and RP were crossed at times specified in the movement order or times adjusted on the road movement table by the supporting HQ. At MOPP4 performance degradation factors reduce convoy speed and may require adjustment of SP, checkpoint, and RP crossing times.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> <li>1. Leaders and soldiers cross SP. (01-7200.75-0100, 551-721-3348)                             <ol style="list-style-type: none"> <li>a. Begin departure with lead vehicle crossing SP at specified time.</li> <li>b. Verify vehicles have crossed the SP.</li> <li>c. Forward SP crossing report to the march commander when unit has crossed the SP.</li> </ol> </li> <li>* 2. Serial commanders report convoy information to the march commander.                             <ol style="list-style-type: none"> <li>a. Forward checkpoint(s) clearance report as checkpoints are crossed.</li> <li>b. Report all ground sightings that conflict with maps and map overlays.</li> <li>c. Forward en route NBC information.</li> <li>d. Report all threat sightings using size, activity, location, unit, time, equipment (SALUTE) format.</li> <li>e. Employ correct signal operation instructions (SOI) codes in all transmissions.</li> </ol> </li> <li>* 3. March commander enforces march discipline. (113-571-1016, 551-721-3348, 850-001-3001)                             <ol style="list-style-type: none"> <li>a. Assumes position(s) along march route that provide command presence at points of decision reaction to changing tactical situation.</li> <li>b. Enforces all movement policies defined in the TSOP and movement order, with emphasis on formations, distances, speeds, passing procedures and halts.</li> <li>c. Adjusts formation distance and speed consistent with NBC conditions.</li> <li>d. Enforces security measures, with emphasis on air guards surveillance, manning of automatic weapons, and concealment of critical cargo.</li> <li>e. Communicates to unit leaders and operators by radio or proper visual signals, any violations of march discipline, security procedures, or changes to current orders.</li> <li>f. Enforces communication security (COMSEC) measures, including radio silence periods IAW the movement order and SOI.</li> </ol> </li> </ol>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>4. Soldiers employ march discipline. (551-721-3352)</p> <ul style="list-style-type: none"> <li>a. Maintain designated march speed specified in movement order or as prescribed by the march commander.</li> <li>b. Maintain proper vehicle interval as specified in movement order or as adjusted by the march commander.</li> <li>c. Adjust formation distances and speed consistent with NBC conditions.</li> <li>d. Don eye protection goggles, if driver or passenger is in a vehicle without cover or when windshield is lowered.</li> <li>e. Cross all check points as scheduled.</li> <li>f. React correctly to march commander's arm/hand signals.</li> <li>g. Maintain surveillance that covers 360 degrees until movement is completed (ground and air).</li> </ul> <p>5. Soldiers conduct scheduled halt(s). (091-CLT-4029, 113-571-1016, 551-721-3352)</p> <ul style="list-style-type: none"> <li>a. Stop column at prescribed time and location.</li> <li>b. Move vehicles off road to positions that provide overhead cover while maintaining the prescribed interval between vehicles.</li> <li>c. Occupy hasty defensive positions facing away from the road (passengers).</li> <li>d. Report scheduled halts to higher HQ.</li> <li>e. Perform during-operation preventive maintenance checks and services (PMCS) on vehicles (operators).</li> <li>f. Inspect vehicle loads for safety and security.</li> <li>g. Begin departure at specified time in the movement order.</li> <li>h. Report resumption of march to higher HQ.</li> </ul> <p>6. Soldiers conduct unscheduled halt(s). (03-4995.90-0010)</p> <ul style="list-style-type: none"> <li>a. Alert march column with prescribed arm/hand signal.</li> <li>b. Report halt and circumstances immediately to the commander.</li> <li>c. Move vehicles off the road while maintaining the prescribed interval.</li> <li>d. Establish 360 degrees surveillance with all personnel prepared to react to sudden attack.</li> <li>e. Coordinate with the supporting activity for repair of disabled vehicles.</li> <li>f. Resume march as soon as reason for halt is rectified.</li> <li>g. Report resumption of march to higher HQ.</li> </ul> <p>7. Soldiers convoy at night. (551-721-3348, 850-001-3001)</p> <ul style="list-style-type: none"> <li>a. Provide visual adjustment period, if march began during daylight.</li> <li>b. Prepare vehicles for blackout conditions IAW the TSOP.</li> <li>c. Maintain prescribed interval between vehicles.</li> <li>d. Wear night vision goggles (selected personnel).</li> <li>e. Wear regular eye protection goggles (all other personnel).</li> <li>f. Employ ground guides during poor visibility periods.</li> </ul> <p>8. Soldiers convoy through an urban area. (850-001-3001)</p> <ul style="list-style-type: none"> <li>a. Verify all weight, height, and width restrictions along route of march.</li> <li>b. Employ close column formation.</li> <li>c. Obey traffic control directions, unless escorted by military or host-nation police.</li> <li>d. Employ directional guides at all critical intersections.</li> </ul> <p>9. Unit crosses RP.</p> <ul style="list-style-type: none"> <li>a. Verifies that lead vehicle has crossed RP at specified time.</li> <li>b. Verifies the vehicles have crossed RP.</li> <li>c. Forwards situation report (SITREP) to higher HQ.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

#### SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
01-7200.75-0100	Conduct Convoy Operations	STP 21-II-MQS
03-4995.90-0010	Direct Vehicle and Equipment Recovery Operations	STP 21-II-MQS
091-CLT-4029	Supervise Preventive Maintenance Checks and Services (PMCS)	STP 21-24-SMCT
113-571-1016	Send a Radio Message	STP 21-1-SMCT
551-721-3348	Perform Duties as Serial/March Unit Commander	STP 21-24-SMCT
551-721-3352	Direct Convoy Defense Operations	STP 21-24-SMCT
850-001-3001	Control Mission Safety Hazard	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FINANCIAL OPERATIONS  
 FIN SPT TEAM

**TASK:** Deploy a Finance Support Team (14-2-3804)  
 (DODFMR 7000.14-R, VOL 5) (AR 37-64) (FM 14-100)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Detachment has been tasked to deploy a Finance Support Team (FST) to a designated location to provide finance support. Funds have been obtained from FD (Deputy) or finance battalion (FB) disbursing activity. Soldiers and commercial vendors require cash and check payments. An allied unit is operating in the area and requires funding for the procurement of necessary supplies and services. All tactical standing operating procedures (TSOP) and necessary support agreements with allied forces are available. This task should not be trained in MOPP4.

**TASK STANDARDS:** FST moved as directed. All designated equipment, vehicles, personnel, and monies arrived at unit requesting support. FST conducted requested finance services while maintaining 100% accountability of all funds.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Detachment leaders plan for FST deployment. (01-5700.01-0001, 01-9002.04-0010, 04-3303.02-0039, 113-571-1003, 113-571-1016)</p> <ul style="list-style-type: none"> <li>a. Receive the mission.</li> <li>b. Issue the warning order.</li> <li>c. Select primary and alternate routes.</li> <li>d. Establish radio communications.</li> <li>e. Establish security requirements with unit requesting support.</li> <li>f. Determine the link-up point and time to meet the guide from supported unit.</li> <li>g. Obtain contingency support (shelter, food, and POL) for the team.</li> <li>h. Obtain fund support for FST.</li> </ul> <p>* 2. Finance Operations Section prepares FST for deployment. (071-328-5301, 158-300-0030A)</p> <ul style="list-style-type: none"> <li>a. Receives the mission.</li> <li>b. Selects FST.</li> <li>c. Issues OPORD to FST.</li> <li>d. Inspects teams' transportation, equipment and weapons.</li> <li>e. Briefs team on safety, security, and movement procedures.</li> <li>f. Informs detachment headquarters of FST departure time.</li> </ul> <p>3. FST deploys to unit requiring support. (805A-73C-4102)</p> <ul style="list-style-type: none"> <li>a. Links with unit guide and security element.</li> <li>b. Moves to support location or directed route.</li> <li>c. Safeguards public currency, pay documents, personnel, and equipment.</li> <li>d. Provides movement status reports to FD headquarters as specified in the OPORD.</li> </ul> <p>4. FST conducts finance support operations. (805A-73C-1010, 805A-73C-1018, 805A-73C-1026, 805A-73C-1028, 805A-73C-1102, 805A-73C-1437, 805A-73C-1464, 805A-73C-3015, 805A-73C-3020, 805A-73C-3405, 805A-73C-3407, 805A-73C-4102, 805A-73C-4104, 805A-73D-1011)</p> <ul style="list-style-type: none"> <li>a. Answers pay inquiries.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Computes pay entitlements. c. Receives substantiating pay documents. d. Provides cashier services. e. Resolves complex pay problems in coordination with the FD commander. f. Makes combat payments. g. Processes and code all documents received. h. Makes collections. i. Funds paying agents. j. Pays local payment vouchers (SF 44).		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

#### SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
01-5700.01-0001	Communicate on a Tactical Radio	STP 21-I-MQS
01-9002.04-0010	Apply the Planning Process	STP 21-II-MQS
04-3303.02-0039	Plan and Execute a Route	STP 21-II-MQS
071-328-5301	Inspect Personnel/Equipment	STP 21-24-SMCT
113-571-1003	Establish, Enter and Leave a Radio Net	STP 21-24-SMCT
113-571-1016	Send a Radio Message	STP 21-1-SMCT
158-300-0030A	Brief to Inform, Persuade, or Direct	STP 21-II-MQS
805A-73C-1010	Process Allotments	STP 14-73C14-SM-TG
805A-73C-1018	Prepare a Military Pay Voucher (DD Form 117)	STP 14-73C14-SM-TG
805A-73C-1026	Compute a Military PCS Travel Voucher	STP 14-73C14-SM-TG
805A-73C-1028	Compute a Military TDY Travel Voucher	STP 14-73C14-SM-TG
805A-73C-1102	Prepare the Daily Agent Accountability Summary (DD Form 2665)	STP 14-73C14-SM-TG
805A-73C-1437	Process Member Data	STP 14-73C14-SM-TG
805A-73C-1464	Process a Pay Inquiry	STP 14-73C14-SM-TG
805A-73C-3015	Verify JTLA Transactions	STP 14-73C14-SM-TG
805A-73C-3020	Prepare the Daily Statement of Accountability (DD Form 2657)	STP 14-73C14-SM-TG
805A-73C-3405	Verify Military Pay Input	STP 14-73C14-SM-TG
805A-73C-3407	Audit Completed Travel Vouchers	STP 14-73C14-SM-TG
805A-73C-4102	Safeguard Public Funds	STP 14-73C14-SM-TG
805A-73C-4104	Prepare the Statement of Accountability (SF 1219)	STP 14-73C14-SM-TG
805A-73D-1011	Prepare Accounts Payable Vouchers	STP 14-73D14-SM-TG

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Prepare Personnel for Redeployment (12-7-8014.14-8014)  
 (FM 100-17-5) (FM 100-17) (FM 12-6)  
 (FM 55-10)

**ITERATION:** 1 2 3 4 5 (Circle)  
**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit receives a warning order to redeploy to home station. The unit is located in the assembly area (AA) or Redeployment Assembly Area (RAA). Some personnel and administrative actions are initiated in the AA/RAA and completed in the port of embarkation (POE). Transportation to move the unit to SRP facilities is available. The redeployment movement plan is available. Preparation activities for redeployment are performed day or night under all environmental conditions. This task should not be trained in MOPP4.

**TASK STANDARDS:** Redeployment SRP activities were accomplished IAW the redeployment movement plan, SRP schedule, and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander directs preparation for redeployment. (805C-42A-4023, 805C-PAD-2461)</p> <ul style="list-style-type: none"> <li>a. Coordinates with higher HQ to identify personnel and administrative requirements for redeployment.</li> <li>b. Designates unit advance party representatives and POE team.</li> <li>c. Briefs leaders on personnel and administrative requirements for redeployment.</li> <li>d. Provides personnel and administrative processing schedule guidance to leaders.</li> <li>e. Directs the leaders to develop a processing schedule.</li> <li>f. Forwards list of personnel unable to redeploy to higher HQ personnel section for guidance.</li> <li>g. Directs personnel to complete personnel and administrative requirements for redeployment.</li> <li>h. Submits final recommendations for awards and decorations (DA Form 638).</li> <li>i. Coordinates with supporting headquarters for personnel and administrative support.</li> </ul> <p>* 2. Unit leaders supervise redeployment personnel actions. (158-300-0030A, 805C-42A-4023, 805C-42A-4032)</p> <ul style="list-style-type: none"> <li>a. Develop unit personnel and administrative processing schedule based on the redeployment movement plan, SRP, and commander's guidance.</li> <li>b. Distribute personnel and administrative processing schedule to unit.</li> <li>c. Monitor personnel and administrative processing to ensure personnel complete actions IAW schedule.</li> <li>d. Prepare passenger manifest.</li> <li>e. Process recommendations for decorations and awards IAW commander's instructions.</li> <li>f. Brief commander on personnel and administrative actions.</li> </ul> <p>* 3. Unit leaders conduct personnel and administrative actions. (805C-42A-4021, 805C-42A-4023)</p> <ul style="list-style-type: none"> <li>a. Brief personnel on personnel and administrative requirements.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Direct personnel to complete personnel and administrative actions. c. Monitor personnel and administrative processing to ensure personnel complete actions IAW schedule. d. Submit records and reports, award and decoration recommendations, and other personnel actions to the commander for approval.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
158-300-0030A	Brief to Inform, Persuade, or Direct	STP 21-II-MQS
805C-42A-4021	Review Flow of Personnel Actions	STP 12-42A35-SM-TG
		STP 12-42B-OFS
805C-42A-4023	Manage Awards and Decorations	STP 12-42A35-SM-TG
		STP 12-42B-OFS
805C-42A-4032	Monitor Manifesting Procedures	STP 12-42A35-SM-TG
		STP 12-42B-OFS
805C-PAD-2461	Maintain Accountability of Personnel (Status Report)	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Perform Redeployment Supply Activities (63-2-8016.14-8016)  
 (FM 100-17-5) (AR 220-10) (AR 700-84)  
 (FM 100-17)

**ITERATION:** 1 2 3 4 5 (Circle)  
**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is preparing for redeployment to home station. Redeployment supply activities are accomplished in the assembly area (AA) or redeployment assembly area (RAA). The tactical standing operating procedure (TSOP), redeployment movement plan, and higher headquarters (HQ) redeployment OPORD are available. Redeployment supply activities are performed day or night under all environmental conditions. This task should not be trained in MOPP4.

**TASK STANDARDS:** Redeployment supply activities were accomplished IAW the redeployment movement plan, TSOP, higher HQ redeployment OPORD, and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander directs redeployment supply activities. (03-5101.00-0284, 03-9001.12-0002, 101-521-3105, 101-521-4104, 101-522-5403, 101-522-5501, 101-522-5506, 101-522-5530, 101-522-5601)</p> <ul style="list-style-type: none"> <li>a. Identifies supplies and equipment needed to redeploy to home station by reviewing the redeployment movement plan, redeployment OPORD, and coordination with the supply section.</li> <li>b. Identifies vehicles and equipment to be left in-country.</li> <li>c. Identifies vehicles and equipment required to reconstitute the unit before or after redeployment.</li> <li>d. Coordinates with the supply section for issue of vehicles, equipment, and supplies required to reconstitute the unit.</li> <li>e. Directs unit leaders to turn-in vehicles, ammunition, supplies, and equipment to be left in-country.</li> <li>f. Directs unit leaders to provide supply and equipment requests to supply sergeant/specialist.</li> <li>g. Directs supply sergeant/specialist to turn-in excess supplies and equipment IAW TSOP and the supply section's instructions.</li> <li>h. Inspects area and facilities to ensure excess vehicles, equipment, and supplies have been turned in.</li> <li>i. Briefs higher HQ commander and the supply section on supply status, as required.</li> </ul> <p>2. Unit and sections personnel perform redeployment supply activities. (03-5101.00-0284, 101-521-1151, 101-521-1203, 101-521-2153, 101-521-2161)</p> <ul style="list-style-type: none"> <li>a. Identify shortages of vehicles, supplies, and equipment by conducting inventories and reviewing DEL.</li> <li>b. Submit requests for vehicles, supplies, and equipment to supply sergeant IAW TSOP and commander's instructions.</li> </ul> <p>3. Supply personnel provide logistical support. (101-521-1151, 101-521-2153, 101-521-3251, 101-521-3252, 101-521-4101, 101-521-4151, 101-522-5355, 101-522-5515)</p> <ul style="list-style-type: none"> <li>a. Provide a copy of the AUDEL to subordinate elements, as required.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Submit request for supplies and equipment to the supply section IAW TSOP. c. Coordinate with supply personnel to resolve or cancel outstanding requisitions. d. Coordinate with commander or supply personnel for transportation and MHE support to turn-in, pick-up, issue, and/or pack ammunition, equipment, and supplies, if necessary. e. Inspect issued vehicles and equipment for serviceability and completeness. f. Issue vehicles, equipment, and supplies to appropriate detachments/sections IAW TSOP and commander's instructions. g. Secure unissued supplies and equipment IAW TSOP. h. Turn-in equipment, supplies, and hazardous material to designated facility, as appropriate. i. Brief commander on supply status.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
03-5101.00-0284	Inspect Unit Supply Records	STP 21-II-MQS
03-9001.12-0002	Communicate Effectively	STP 21-II-MQS
101-521-1151	Order Supplies and Equipment	STP 10-92Y1-SM
101-521-1203	Issue and Receive Unit Weapons	STP 10-92Y1-SM
101-521-2153	Conduct and/or Assist in Inventorying Supplies and Equipment	STP 10-92Y24-SM-TG
101-521-2161	Request and Turn In Ammunition	STP 10-92Y24-SM-TG
101-521-3105	Direct the Control and Security of Weapons and Ammunition in Unit Storage Area	STP 10-92Y24-SM-TG
101-521-3251	Maintain Manual/Automated Hand Receipt	STP 10-92Y24-SM-TG
101-521-3252	Control/Supervise Property Administration in Unit Supported by Manual/Automated Systems	STP 10-92Y24-SM-TG
101-521-4101	Inspect and Provide Technical Assistance to Units	STP 10-92Y24-SM-TG
101-521-4104	Prepare Material Condition Status Report	STP 10-92Y24-SM-TG
101-521-4151	Compile Logistical Data for Unit Status Report (USR) Worksheet	STP 10-92Y24-SM-TG
101-522-5355	Coordinate Requirements for Laundry, Bath, Clothing Exchange, and Renovation Support	STP 10-92A35-SM-TG
101-522-5403	Provide Logistics Input for the Administration or Logistics Order	STP 10-92A35-SM-TG
101-522-5501	Evaluate Procedures for Processing Excess or Shortage Reports	STP 10-92A35-SM-TG

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
101-522-5506	Review the Flow of Requests for Supplies and the Subsequent Return of Supplies to the Using Unit	STP 10-92A35-SM-TG
101-522-5515	Inspect Property Records	STP 10-92A35-SM-TG
101-522-5530	Evaluate Supply Performance Indicators	STP 10-92A35-SM-TG
101-522-5601	Evaluate Logistical Procedures and Provide Technical Assistance as Needed	STP 10-92A35-SM-TG

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FIN SPT TEAM  
 FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS

**TASK:** Perform Redeployment Maintenance (63-2-8017.14-8017)  
 (FM 100-17-5) (AR 220-1) (AR 700-138)  
 (AR 750-1) (DA PAM 738-750) (DA PAM 750-35)  
 (FM 100-17) (FM 4-30.3) (FM 55-10)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is preparing for redeployment to home station. Required tools, equipment, and personnel are available. Maintenance support teams (MST) are available in the assembly area (AA) and redeployment assembly area (RAA). The maintenance standing operating procedure (SOP) is available. The unit is redeploying as part of a higher headquarters (HQ) redeployment. Redeployment maintenance occurs day or night under all environmental conditions. This task should not be trained in MOPP4.

**TASK STANDARDS:** Redeployment maintenance was accomplished IAW the maintenance SOP and commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander directs redeployment maintenance activities. (01-4965.90-0001, 03-4976.90-0501)</p> <ul style="list-style-type: none"> <li>a. Identifies redeployment maintenance requirements.</li> <li>b. Monitors maintenance activities for compliance with the maintenance SOP and commander's guidance.</li> <li>c. Approves the use of controlled exchange when required repair parts are not available.</li> <li>d. Checks material condition status report (MCSR) for accuracy and completeness.</li> <li>e. Forwards MCSR to the supporting S4 section.</li> <li>f. Coordinates with supporting S4 for maintenance support, as required.</li> <li>g. Prioritizes repair of vehicles and equipment.</li> <li>h. Enforces safety procedures.</li> </ul> <p>* 2. Commander and leaders supervise redeployment maintenance activities. (03-4966.90-0010, 03-5101.00-0283)</p> <ul style="list-style-type: none"> <li>a. Identify unit operational readiness levels by reviewing vehicle and equipment status reports, preventive maintenance checks and services (PMCS), and redeployment maintenance checks.</li> <li>b. Submit request for controlled exchanges to higher HQ for approval.</li> <li>c. Designate maintenance personnel to assist MSTs IAW maintenance SOP, supply section, and commander's instructions.</li> <li>d. Verify prescribed load list (PLL) inventory by conducting spot checks.</li> <li>e. Verify completion of repairs by reviewing maintenance records.</li> <li>f. Coordinate with the supporting S4 section to identify status of vehicles and equipment in support maintenance.</li> <li>g. Coordinate with the supporting S4 section for disposition instructions for non-repairable vehicles.</li> <li>h. Brief higher HQ commander on maintenance status of vehicles and equipment, as required.</li> <li>i. Enforce safety procedures.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>3. Soldiers perform organizational maintenance activities. (01-9003.00-0010, 071-328-5301)</p> <ul style="list-style-type: none"> <li>a. Inspect equipment IAW appropriate operator and organizational maintenance TM.</li> <li>b. Record all deficiencies on equipment inspection worksheets.</li> <li>c. Correct unit-level maintenance deficiencies.</li> <li>d. Forward requests for direct support (DS) maintenance to supporting maintenance facility.</li> <li>e. Request required repair parts from PLL clerk.</li> <li>f. Repair equipment IAW applicable TM.</li> <li>g. Request approval for controlled exchange through motor officer or sergeant when required repair parts are not available.</li> <li>h. Perform controlled exchange IAW motor officer or sergeant's instructions.</li> <li>i. Perform final inspection to ensure quality control of repairs.</li> <li>j. Conduct inventory of PLL to confirm shortages IAW PLL listing.</li> <li>k. Submit request for PLL replenishment to supporting S4 section, as required.</li> <li>l. Perform technical inspections of replacement equipment IAW appropriate TMs and manufacturer's instructions.</li> <li>m. Release equipment to appropriate section.</li> <li>n. Employ safety procedures.</li> </ul> <p>4. Soldiers conduct transactions with MSTs.</p> <ul style="list-style-type: none"> <li>a. Identify vehicles and equipment that require MST support.</li> <li>b. Prepare required documentation for submission to MST.</li> <li>c. Deliver vehicles and equipment to MST.</li> <li>d. Pick up equipment from MST upon notification that repairs are completed.</li> <li>e. Notify owning element to pick up vehicles and equipment.</li> </ul> <p>* 5. Unit leaders supervise redeployment operator maintenance activities. (03-4966.90-0010)</p> <ul style="list-style-type: none"> <li>a. Monitor performance of PMCS and redeployment maintenance for compliance with the redeployment movement plan, maintenance SOP, appropriate TM, and commander's guidance.</li> <li>b. Inspect vehicles, weapons, and equipment to ensure compliance with maintenance SOP, appropriate TM, and commander's guidance.</li> <li>c. Provide input for MCSR to motor officer/NCO, as required.</li> <li>d. Enforce safety procedures.</li> </ul> <p>6. Soldiers perform redeployment operator maintenance. (01-9003.00-0010)</p> <ul style="list-style-type: none"> <li>a. Perform PMCS IAW appropriate TM.</li> <li>b. Notify supervisor of maintenance problems beyond operator's capabilities.</li> <li>c. Employ safety procedures.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
01-4965.90-0001	Supervise Unit Maintenance Operations	STP 21-II-MQS
03-4966.90-0010	Supervise Preventive Maintenance Checks and Services	STP 21-II-MQS
03-4976.90-0501	Prepare a Material Condition Status Report	STP 21-II-MQS
03-5101.00-0283	Supervise the Maintenance of Unit Prescribed Load List	STP 21-II-MQS
071-328-5301	Inspect Personnel/Equipment	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE****OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Redeploy From a Theater of Operations (14-7-3512)  
 (FM 100-17-5) (AR 600-55) (FM 100-17)  
 (FM 21-60) (FM 21-75) (FM 3-11-4)  
 (FM 3-11-5) (FM 3-25.26) (FM 55-15)  
 (FM 55-30) (FM 7-10)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Unit receives order to depart theater of operations. Unit is located in the assembly area or redeployment assembly area and sterile areas are designated for the unit. All required publications, documentation and higher headquarters guidance are available. External support has been requested and approved. Support agencies/personnel are present and prepared to provide all redeployment services/activities. During redeployment, the unit may encounter terrorist operations and hostile attempts to obtain information about friendly forces. This task should not be trained in MOPP4.

**TASK STANDARDS:** Unit safely moved from the tactical assembly area conducting required en route processing at the redeployment assembly area, aerial port of embarkation/seaport of embarkation and was prepared to move to new area of operations, home station, or demobilization station.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>* 1. Commander issues warning order to subordinate leaders/vehicle commanders. (01-7200.75-0100, 01-7300.75-0500)                             <ul style="list-style-type: none"> <li>a. Issues planning guidance and concept of movement.</li> <li>b. Directs leaders to finalize detailed movement plans and orders.</li> <li>c. Verifies understanding of order and guidance by having leaders brief-back key portions of the order.</li> </ul> </li> <li>* 2. Leaders prepare for movement. (01-7200.75-0100, 158-300-0030A)                             <ul style="list-style-type: none"> <li>a. Receive leaders/vehicle commanders briefing of commander's guidance.</li> <li>b. Account for all personnel and equipment.</li> <li>c. Conduct final inspections of personnel, equipment and loads.</li> <li>d. Review security and standing operating procedures (SOP) movement and safety procedures.</li> <li>e. Report preparation status to the command group and staff.</li> </ul> </li> <li>* 3. Commander issues movement order to unit leaders/vehicle commanders. (01-7200.75-0100)                             <ul style="list-style-type: none"> <li>a. Approves leader movement plans.</li> <li>b. Resolves movement problems.</li> </ul> </li> <li>* 4. Leaders/vehicle commanders execute movement order. (01-7200.75-0100, 04-3303.02-0039, 158-300-0030A, 551-721-4326)                             <ul style="list-style-type: none"> <li>a. Establish time schedule and designated load up time.</li> <li>b. Brief unit and supporting transportation personnel on route, start point, release point, rest stops, critical points, other control measures and movement procedures.</li> <li>c. Issue maps, overlays and movement materials.</li> <li>d. Provide road, security, weather, visibility and safety information.</li> <li>e. Address contingencies for accidents, mechanical failures and other unanticipated actions</li> </ul> </li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>5. Soldiers conduct movement to redeployment assembly area (RAA) in accordance with theater established directives and procedures. (01-7200.75-0100, 03-7151.00-0002)</p> <ul style="list-style-type: none"> <li>a. Move from assembly area crossing start point at the designated time.</li> <li>b. Maintain route, vehicle intervals, rate of march, and convoy security specified in the order or unit SOP.</li> <li>c. Comply with convoy commander guidance provided via radio, visual signals and other techniques.</li> <li>d. Halt at designated intervals to rest drivers, inspect loads and vehicles, eat and perform personal hygiene.</li> <li>e. Maintain appropriate level of convoy security.</li> <li>f. Provide en route status reports to convoy control agencies, the RAA and higher headquarters.</li> </ul> <p>6. Soldiers occupy RAA. (551-721-1359)</p> <ul style="list-style-type: none"> <li>a. Link up with advance party.</li> <li>b. Establish unit area.</li> <li>c. Establish local security.</li> <li>d. Prepare supplies and equipment for turn-in and movement.</li> <li>e. Turn in excess vehicles and equipment as directed by higher headquarters.</li> <li>f. Stage/position vehicles and equipment for loading.</li> <li>g. Reload unit containers in accordance with leader instructions.</li> <li>h. Move to aerial port of embarkation/seaport of embarkation (APOE/SPOE).</li> <li>i. Report arrival to higher headquarters and the RAA commander.</li> </ul> <p>* 7. Leaders conduct RAA processing as directed by higher headquarters. (158-300-0030A)</p> <ul style="list-style-type: none"> <li>a. Maintain soldier accountability.</li> <li>b. Conduct soldier orientation and information briefings.</li> </ul> <p>8. Unit arrives at APOE/SPOE. (071-328-5301)</p> <ul style="list-style-type: none"> <li>a. Links up with advance party.</li> <li>b. Occupies designated unit area.</li> <li>c. Leaders account for all personnel, equipment, and supplies.</li> <li>d. Establishes sterile area.</li> <li>e. Establishes local security.</li> <li>f. Leaders report arrival to higher headquarters and the APOE/SPOE commander</li> </ul> <p>* 9. Leaders conduct APOE/SPOE processing. (071-328-5301, 158-300-0030A)</p> <ul style="list-style-type: none"> <li>a. Brief unit on present situation.</li> <li>b. Inspect personnel and equipment to ensure that requirements for movement are satisfied.</li> <li>c. Ensure personnel, equipment and vehicles are loaded as directed on craft.</li> </ul> <p>*10. Leaders conduct en route activities. (158-300-0030A)</p> <ul style="list-style-type: none"> <li>a. Brief mission.</li> <li>b. Accomplish training as required.</li> <li>c. Maintain personnel accountability</li> </ul> <p>*11. Leaders conduct APOD/SPOD processing. (071-328-5301)</p> <ul style="list-style-type: none"> <li>a. Assemble personnel for accountability and receipt of initial instructions.</li> <li>b. Assemble equipment and vehicles at designated location.</li> <li>c. Accomplish activities directed by APOD/SPOD representatives.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
d. Inform higher headquarters that unit is prepared to move to new area of operations, or home station or demobilization station.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
01-7200.75-0100	Conduct Convoy Operations	STP 21-II-MQS
01-7300.75-0500	Plan Convoy Operations	STP 21-II-MQS
03-7151.00-0002	Supervise Unit Movement Operations	STP 21-II-MQS
04-3303.02-0039	Plan and Execute a Route	STP 21-II-MQS
071-328-5301	Inspect Personnel/Equipment	STP 21-24-SMCT
158-300-0030A	Brief to Inform, Persuade, or Direct	STP 21-II-MQS
551-721-1359	Drive Vehicle in a Convoy	STP 21-1-SMCT
551-721-4326	Perform Duties as Convoy Commander	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Perform Home Station Activities for Redeployment (63-2-8022.14-8022)  
 (FM 100-17) (FM 100-17-5)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit main body arrives at home station. The higher headquarters (HQ) main body has arrived and is operational. The unit main body arrives at home station before equipment arrival at port of debarkation (POD). The unit receives notification of ship arrival schedule from the installation transportation officer (ITO) or theater Army movement control agency/movement control team (TAMCA/MCT). The redeployment movement plan is available. Performance of home station activities occur day or night under all environmental conditions. During performance of home station activities, the unit may encounter terrorist operations and hostile attempts to gain information about friendly forces. This task should not be trained in MOPP4.

**TASK STANDARDS:** Home station activities were accomplished IAW the redeployment movement plan and commander's instructions.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. The commander directs home station activities. (01-0300.00-0001, 03-5101.00-0282, 158-300-0030A)</p> <ul style="list-style-type: none"> <li>a. Coordinates with higher HQ commander and staff to identify requirements prior to arrival of equipment.</li> <li>b. Directs personnel to complete redeployment requirements based on the redeployment movement plan and higher HQ commander's instructions.</li> <li>c. Coordinates with higher headquarters, ITO, or TAMCA/MCT to identify unit's POD requirements for returning equipment.</li> <li>d. Designates an equipment reception team to receive vehicles and equipment at SPOD.</li> <li>e. Directs personnel to inventory, clean, and inspect vehicles, equipment, weapons, and personal gear as it is redeployed to home station.</li> <li>f. Coordinates turn-in of float and replacement equipment.</li> <li>g. Coordinates with higher HQ for guidance on reception activities.</li> <li>h. Approves after-action reports.</li> <li>i. Briefs unit on reception activities.</li> </ul> <p>2. Unit personnel perform home station personnel and administrative actions.</p> <ul style="list-style-type: none"> <li>a. Complete redeployment personnel and administrative requirements based on the redeployment movement plan and commander's instructions.</li> <li>b. Debrief personnel IAW commander's instructions.</li> <li>c. Coordinate reception activities IAW commander's guidance.</li> <li>d. Consolidate after-action reports.</li> <li>e. Prepare after-action reports IAW the redeployment movement plan and commander's instructions.</li> <li>f. Submit after-action reports to commander for approval.</li> <li>g. Distribute after-action reports IAW the redeployment movement plan and commander's instructions.</li> <li>h. Maintain after-action reports and records IAW the redeployment movement plan and commander's instructions.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
3. Unit personnel perform home station supply activities. (03-5101.00-0002, 071-328-5301, 101-521-1156, 101-521-2153, 101-521-2252) <ul style="list-style-type: none"> <li>a. Turn-in float and replacement equipment IAW commander's instructions.</li> <li>b. Inspect weapons, basic loads, and common table of allowances (CTA) items for accountability and serviceability.</li> <li>c. Inventory, clean, and inspect vehicles, equipment, weapons, and personal gear IAW the redeployment movement plan, maintenance SOP, and commander's instructions.</li> </ul>		
* 4. Unit leaders supervise home station activities. (03-5101.00-0282, 071-328-5301) <ul style="list-style-type: none"> <li>a. Inspect vehicles, equipment, weapons, and personal gear for accountability and compliance with the redeployment movement plan, maintenance standing operating procedure (SOP), and commander's instructions.</li> <li>b. Direct personnel to correct deficiencies in vehicles, equipment, weapons, and personal gear, as required.</li> <li>c. Submit after-action reports IAW commander's instructions.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
01-0300.00-0001	Conduct Briefings	STP 21-II-MQS
03-5101.00-0002	Inspect the Storage of Supplies, Weapons, and Equipment	STP 10-92Y24-SM-TG
03-5101.00-0282	Direct the Storage of Unit Supplies, Weapons, Equipment, and Ammunition	STP 10-92Y24-SM-TG
071-328-5301	Inspect Personnel/Equipment	STP 21-24-SMCT
101-521-1156	Store Selected Supplies and Equipment in Unit Storage Areas	STP 10-92Y1-SM
101-521-2153	Conduct and/or Assist in Inventorying Supplies and Equipment	STP 10-92Y24-SM-TG
101-521-2252	Prepare Equipment Transfer, Loss, or Gain Report	STP 10-92Y24-SM-TG
158-300-0030A	Brief to Inform, Persuade, or Direct	STP 21-II-MQS

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 DISBURSING  
 FINANCIAL OPERATIONS  
 FIN SPT TEAM

**TASK:** Conduct Demobilization Activities (63-2-8024.14-8024)

(FM 7-10)	(AR 600-55)	(FM 21-60)
(FM 21-75)	(FM 3-11-4)	(FM 3-11-5)
(FM 3-25.26)	(FM 55-15)	(FM 55-30)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit has been ordered to demobilize. All assigned personnel are present at the demobilization station. All demobilization station support agency representatives are present and prepared to support the unit. This task should not be trained in MOPP4.

**TASK STANDARDS:** Unit arrived at home station and conducted all required demobilization processing.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>* 1. Commander issues warning order unit and subordinate leaders for movement to home station. (01-0300.00-0001, 01-7300.75-0500, 01-9002.04-0010, 01-9003.00-0010, 04-3303.02-0039)                             <ul style="list-style-type: none"> <li>a. Assembles unit.</li> <li>b. Briefs members on demobilization requirements and procedures.</li> <li>c. Issues planning guidance and concept of movement.</li> <li>d. Directs staff to finalize detailed movement plans and orders.</li> <li>e. Verifies understanding of order and guidance by having staff and leaders brief key portions of the order.</li> </ul> </li> <li>* 2. Unit leaders coordinate outprocessing with demobilization station. (01-0300.00-0001, 01-7300.75-0500, 071-328-5301, 805C-75H-4051)                             <ul style="list-style-type: none"> <li>a. Establish outprocessing schedule in conjunction with demobilization station representatives.</li> <li>b. Provide time schedules to concerned personnel.</li> <li>c. Initiate outprocessing activities.</li> <li>d. Inspect demobilization station for compliance with published schedules.</li> <li>e. Coordinate necessary transportation requirements.</li> <li>f. Verify proper completion of all demobilization outprocessing.</li> </ul> </li> <li>* 3. Unit leaders prepare personnel for movement. (01-0300.00-0001, 01-9003.00-0010, 071-328-5301, 850-001-3001)                             <ul style="list-style-type: none"> <li>a. Receive leaders' briefing of commander's guidance.</li> <li>b. Account for all personnel and equipment.</li> <li>c. Initiate final inspections of personnel, equipment and loads.</li> <li>d. Review SOP movement and safety procedures.</li> <li>e. Report preparation status to commander.</li> </ul> </li> <li>* 4. Commander issues movement order to leaders. (01-9002.04-0010)                             <ul style="list-style-type: none"> <li>a. Approves staff movement plans.</li> <li>b. Resolves movement problems.</li> </ul> </li> <li>* 5. Unit leaders execute movement order. (01-0300.00-0001, 01-7300.75-0500, 01-9003.00-0010, 04-3303.02-0039, 071-326-0515, 850-001-3001)</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Establish time schedule. b. Designate load time. c. Brief unit and supporting transportation personnel on route, SP, RP, rest stops, critical points, other control measures and movement procedures. d. Issue maps, overlays and movement materials. e. Provide road, weather visibility and safety information. f. Address contingencies for accidents, mechanical failures and other actions.  6. Unit personnel conduct movement. (01-7200.75-0100, 551-721-1359) a. Cross start point at the designated time. b. Maintain route, vehicle intervals and rate of march specified in the order. c. Comply with convoy commander guidance provided via radio, visual signals, and other techniques. d. Halt at designated intervals to rest drivers, inspect loads and vehicles, eat, and perform personal hygiene. e. Maintain appropriate level of convoy security. f. Provide en route status reports to convoy control agencies, the demobilization station, and higher headquarters.  7. Unit personnel arrive at home station. (01-0300.00-0001, 071-328-5301, 805C-75H-4051) a. Account for all personnel and equipment. b. Secure vehicles, equipment and supplies. c. Conduct final assembly/demobilization ceremony and briefings.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
01-0300.00-0001	Conduct Briefings	STP 21-II-MQS
01-7200.75-0100	Conduct Convoy Operations	STP 21-II-MQS
01-7300.75-0500	Plan Convoy Operations	STP 21-II-MQS
01-9002.04-0010	Apply the Planning Process	STP 21-II-MQS
01-9003.00-0010	Develop Leader Safety Awareness	STP 21-II-MQS
04-3303.02-0039	Plan and Execute a Route	STP 21-II-MQS
071-326-0515	Select a Movement Route Using a Map	STP 21-24-SMCT
071-328-5301	Inspect Personnel/Equipment	STP 21-24-SMCT
551-721-1359	Drive Vehicle in a Convoy	STP 21-1-SMCT
850-001-3001	Control Mission Safety Hazard	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Defend March Elements (63-2-1006.14-1006)  
 (FM 55-10) (AR 638-25) (FM 3-0)  
 (FM 3-11-4) (FM 3-11-5) (FM 44-8)  
 (FM 55-30) (FORS REG 55-1) (JP 3-09)  
 (JP 3-09.3) (JP 4-01.3)

**ITERATION:** 1 2 3 4 5 M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Threat forces attack the march column while the unit is conducting a tactical road march. The threat is capable of launching ground, air, and indirect fire attacks. The march column has radio communications with the supporting headquarters (HQ). Close air support (CAS) sorties and indirect fire support have been allocated, but with low priority. Pyrotechnics are available for signaling and marking locations. Supporting HQ movement order and tactical standing operating procedure (TSOP) are available. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** Attacks were repelled by proper immediate action techniques and march was resumed IAW movement order and TSOP. At MOPP4, performance degradation increases reaction time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. March commander supervises reaction to sniper fire.</p> <ul style="list-style-type: none"> <li>a. Identifies approximate location of sniper incident on map from march element reports.</li> <li>b. Directs unit personnel to employ correct protective actions as prescribed in the TSOP and movement order.</li> <li>c. Provides information to follow-on march elements.</li> <li>d. Forwards incident report.</li> </ul> <p>2. Soldiers take action against sniper fire. (071-311-2007, 071-312-3031, 071-331-0803)</p> <ul style="list-style-type: none"> <li>a. Report sniper fire to march commander immediately upon contact.</li> <li>b. Return fire immediately that kills snipers or suppresses their fire (designated personnel only).</li> <li>c. Increase column rate of march to increase vehicle interval.</li> </ul> <p>* 3. March commander supervises defense against ambush, road blocked or road not blocked. (03-2830.00-6003, 04-3303.01-0019, 061-283-6003)</p> <ul style="list-style-type: none"> <li>a. Identifies location of ambush site on map with overlay.</li> <li>b. Provides instructions on halt points and security requirements to unit.</li> <li>c. Forwards initial incident report.</li> <li>d. Directs hardened vehicles with automatic fire capability into position to lay down concentrated fire on threat position(s).</li> <li>e. Directs unit to organize security team(s) to attack flanks of threat ambush party.</li> <li>f. Maintains constant communications with other march elements engaging threat, in order to make immediate adjustments to tactical situation.</li> <li>g. Forwards subsequent situation report (SITREP) as situation the changes.</li> <li>h. Requests immediate CAS and/or indirect fire support.</li> <li>i. Directs use of pyrotechnics for signaling or marking areas.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>4. Soldiers defend against ground ambush (road not blocked). (071-311-2007, 071-312-3031, 071-331-0803)</p> <ul style="list-style-type: none"> <li>a. Report ambush to march commander immediately upon contact.</li> <li>b. Identify threat location(s).</li> <li>c. Return fire immediately that kills threat or suppresses their fire (non-driving personnel).</li> <li>d. Stop vehicles (not in kill zone).</li> <li>e. Increase rate of march until out of kill zone (vehicles in kill zone).</li> <li>f. Keep roadway clear by pushing disabled vehicles aside.</li> <li>g. Organize security element(s) of soldiers not in kill zone (senior member present).</li> <li>h. Direct fire and maneuver of security elements to allow remaining vehicles to pass through kill zone (senior member present).</li> <li>i. Forward SITREP to march commander.</li> </ul> <p>5. Soldiers defend against ground attack (road blocked). (071-311-2007, 071-312-3031, 071-326-0503, 071-326-0513, 071-331-0803)</p> <ul style="list-style-type: none"> <li>a. Report ambush to march commander immediately upon contact.</li> <li>b. Dismount vehicles on opposite side of direction of ambush.</li> <li>c. Return fire immediately which kills threat or suppresses their fire (soldiers in kill zone).</li> <li>d. Take up firing positions while awaiting orders (soldiers not in kill zone).</li> <li>e. Organize security element(s) of soldiers not in kill zone (senior member present).</li> <li>f. Direct fire and maneuver of security elements to allow removal of road block (senior member present).</li> <li>g. Forward SITREP to march commander.</li> </ul> <p>6. Soldiers employ passive defense measures against air attack. (071-326-0503, 071-326-0600, 071-331-0803, 441-091-1040, 878-920-1002)</p> <ul style="list-style-type: none"> <li>a. React to prescribed alert signal.</li> <li>b. Stagger vehicles to avoid linear patterns.</li> <li>c. Drive vehicles in shadows or woodline.</li> <li>d. Assume firing positions.</li> <li>e. Fire only upon command.</li> <li>f. Report all aircraft actions to march commander.</li> </ul> <p>7. Soldiers employ active defense measures against air attack. (01-0401.20-0001, 441-091-1040, 441-091-1102, 878-920-1002)</p> <ul style="list-style-type: none"> <li>a. React to prescribed alert signal.</li> <li>b. Visually identify threat aircraft.</li> <li>c. Disperse vehicles to concealed locations.</li> <li>d. Assume firing positions.</li> <li>e. Prepare crew-served weapons for firing.</li> <li>f. Fire weapons at attacking aircraft only if fired upon, or on command.</li> </ul> <p>* 8. March commander supervises reorganization after attack. (04-8310.00-1016)</p> <ul style="list-style-type: none"> <li>a. Identifies status of all personnel, equipment, and cargo.</li> <li>b. Coordinates requirements for within march elements for load transfer, vehicle repairs, graves registration (GRREG), medical evacuation (MEDEVAC), and resupply.</li> <li>c. Requests emergency destruction authorization for items that are not repairable.</li> <li>d. Forwards SITREP.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>9. Soldiers reorganize after the attack. (03-4995.90-0010, 04-8310.00-1016, 081-831-0101, 081-831-1000, 081-831-1005, 081-831-1007, 081-831-1016, 081-831-1017, 081-831-1042, 101-515-1900, 805C-PAD-2060)</p> <p>a. Reestablish chain of command.  b. Maintain 360 degree surveillance.  c. Redistribute/issue ammo.  d. Treat casualties.</p> <p>NOTE: See task 08-2-0003.12-0003 for casualty treatment procedures.  e. Request MEDEVAC support through march commander.  f. Secure landing zone, if MEDEVAC is required.  g. Transport all casualties.</p> <p>NOTE: See task 08-2-C316.12-C316 for procedures for transporting casualties.  h. Confirm casualty report.  i. Assess damage to vehicles and cargo to determine operability and reparability.  j. Remove critical items from unrecoverable vehicles.  k. Perform GRREG functions.  l. Perform emergency destruction of vehicles and equipment that are not repairable.  m. Resume march.</p>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

#### SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
01-0401.20-0001	Direct Unit Air Defense	STP 21-II-MQS
03-2830.00-6003	Adjust Indirect Fire	STP 21-I-MQS
03-4995.90-0010	Direct Vehicle and Equipment Recovery Operations	STP 21-II-MQS
04-3303.01-0019	Use a Map Overlay	STP 21-I-MQS
04-8310.00-1016	Request Aeromedical Evacuation	STP 21-II-MQS
061-283-6003	Adjust Indirect Fire	STP 21-24-SMCT
071-311-2007	Engage Targets With an M16A1 or M16A2 Rifle	STP 21-1-SMCT
071-312-3031	Engage Targets with an M60 Machine Gun	STP 21-1-SMCT
071-326-0503	Move Over, Through, or Around Obstacles (Except Minefields)	STP 21-1-SMCT
071-326-0513	Select Temporary Fighting Positions	STP 21-1-SMCT
071-326-0600	Use Visual Signaling Techniques While Dismounted	STP 21-24-SMCT
071-331-0803	Report Enemy Information	STP 21-1-SMCT
081-831-0101	Request Medical Evacuation	STP 21-24-SMCT
081-831-1000	Evaluate a Casualty	STP 21-1-SMCT

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
081-831-1005	Perform First Aid to Prevent or Control Shock	STP 21-1-SMCT
081-831-1007	Perform First Aid for Burns	STP 21-1-SMCT
081-831-1016	Put On a Field or Pressure Dressing	STP 21-1-SMCT
081-831-1017	Put On a Tourniquet	STP 21-1-SMCT
081-831-1042	Perform Mouth-To-Mouth Resuscitation	STP 21-1-SMCT
101-515-1900	Perform Mortuary Affairs Operations	STP 21-1-SMCT
441-091-1040	Visually Identify Threat Aircraft	STP 21-24-SMCT
441-091-1102	Engage Hostile Aircraft with Small Arms	STP 21-1-SMCT
805C-PAD-2060	Report Casualties	STP 21-24-SMCT
878-920-1002	Recognize Friendly and Threat Armored Vehicles and Aircraft	STP 21-1-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE****OPFOR TASKS AND STANDARDS**

**TASK:** Conduct Hasty Ambush (14-OPFOR-1003)

**CONDITION:** A conventional or non-conventional OPFOR element spots an enemy convoy moving on a nearby route, and is directed to engage it.

**STANDARD:** 1. Prepare ambush site before arrival of enemy element. 2. Conduct conventional or non-conventional surprise ambush. 3. Inflict modest casualties within designated kill zone. 4. Inflict heavy damage to vehicles and equipment within the designated kill zone. 5. Delay enemy march element(s) from reaching its specified destination for a specified period. 6. Withdraw, on order. 7. Sustain minimum casualties. 8. Report actions to superiors.

**TASK:** Conduct Deliberate Convoy Ambush (14-OPFOR-1004)

**CONDITION:** OPFOR element is operating along a primary enemy convoy route. OPFOR intelligence reports an enemy element will conduct a road march along the route, arriving at an ambush site in approximately 30 minutes. OPFOR capabilities include automatic weapons, anti-armor weapons, mines, and non-conventional weapons to include car bombs and suicide bombers. Complete destruction of the march element has been ordered.

**STANDARD:** 1. Prepare ambush site before arrival of the enemy element. 2. Surprise enemy element. 3. Force the element to halt in the kill zone. 4. Initiate ambush. 5. Kill, wound, or capture enemy personnel and destroy all vehicles and equipment. 6. Engage all enemy reinforcements and security elements. 7. Sustain minor casualties. 8. Consolidate and withdraw from the area, on order. 9. Report all specified priority intelligence requirement (PIR) and other intelligence requirements.

**TASK:** Conduct Sniper Operations (14-OPFOR-1005)

**CONDITION:** OPFOR regular, irregular, sympathizer, and terrorist snipers are operating in the area. They are properly equipped and have freedom to operate around friendly areas and along primary road networks. They have been ordered to engage specific enemy targets.

**STANDARD:** 1. Set up well-concealed location(s). 2. Engage vehicle drivers, personnel, and other directed targets. 3. Kill or wound selected target(s). 4. Prevent position from being discovered by enemy forces. 5. Evacuate the area without being spotted. 6. Report results to appropriate chain of command.

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Cross a Chemically Contaminated Area (03-3-C226.14-C226)

(FM 3-11-3)

(FM 3-11)

(FM 3-11-4)

**ITERATION:** 1M 2M 3M 4M 5M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is en route to a new location in support of forces engaged in combat operations. A general route is established and cannot be bypassed without mission degradation. The unit is directed to cross the contaminated area. While conducting operations, the unit may encounter terrorist operations and hostile attempts to gain information about friendly forces. This task is always performed in MOPP4.

**TASK STANDARDS:** The unit crossed the chemically contaminated area using the best route possible based on contamination avoidance principles. The unit implemented all measures required by standing operating procedures (SOP) to minimize personnel and equipment contamination. Conducted needed decontamination of personnel and equipment after crossing.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>* 1. Leaders select a route. (071-329-1005, S1-5030.00-1010)                             <ul style="list-style-type: none"> <li>a. Use NBC 5 (Chemical) report and/or recon reports to select a route.</li> <li>b. Select route that minimizes exposure consistent with the mission.</li> <li>c. Obtain route clearance and approval.</li> </ul> </li> <li>* 2. Leaders and soldiers prepare for crossing the area. (031-503-1006, 031-503-1008, 031-503-1012, 031-503-1014, 031-503-1015, 031-503-1030, 031-503-1031, 031-503-3004, 04-3303.02-0040, 04-3306.01-0003, 071-329-1005, S1-5030.00-1010)                             <ul style="list-style-type: none"> <li>a. Assume MOPP4 for crossing the area.</li> <li>b. Ensure all drivers, vehicle commanders, and leaders know route of march and/or have strip maps.</li> <li>c. Ensure vehicles are buttoned up (mounted movement).</li> <li>d. Place externally stored equipment inside or cover with available material.</li> <li>e. Attach M9 detector paper to personnel and vehicles to provide warning of contamination.</li> </ul> </li> <li>3. Soldiers cross the area. (031-503-1006, 031-503-1012, 031-503-1015, 031-503-1031, 04-3303.01-0034, 04-3303.02-0040, 04-3306.01-0003, 071-329-1005)                             <ul style="list-style-type: none"> <li>a. Avoid low ground, overhanging branches, and brush.</li> <li>b. Conduct dismounted movement, if necessary, as rapidly as possible.</li> <li>c. Cross area as quickly and carefully as possible.</li> <li>d. Notify higher HQ when the crossing was completed.</li> </ul> </li> <li>4. Soldiers exit the contaminated area. (081-831-1054, 081-833-0083, 081-833-0084, 081-833-0085, 081-833-0086, 805C-PAD-2060)                             <ul style="list-style-type: none"> <li>a. Check for casualties.</li> <li>b. Report casualties (if applicable).</li> <li>c. Conduct necessary decontamination.</li> <li>d. Continue the mission.</li> </ul> </li> <li>* 5. Leaders request additional decontamination support, if applicable.                             <ul style="list-style-type: none"> <li>a. Notify higher HQ of decontamination support requirements.</li> <li>b. Identify the type of decontamination operations required.</li> <li>c. Notify higher HQ when decontamination operations are complete.</li> </ul> </li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1M	2M	3M	4M	5M		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
031-503-1006	Protect Yourself From NBC Injury/Contamination When Drinking From Your Canteen While Wearing Your Protective Mask	STP 21-1-SMCT
031-503-1008	Protect Yourself From Chemical and Biological Injury/Contamination While Eliminating Body Waste When Wearing MOPP4	STP 21-1-SMCT
031-503-1012	Protect Yourself from Chemical and Biological Injury/Contamination Using Your M24 or M25-Series Protective Mask With Hood	STP 21-1-SMCT
031-503-1014	Identify Chemical Agents Using M8 Detection Paper	STP 21-1-SMCT
031-503-1015	Protect Yourself and Others from NBC Injury/Contamination with the Appropriate Mission-Oriented Protective Posture (MOPP)	STP 21-1-SMCT
031-503-1030	Prepare the Chemical Agent Monitor for Operation	STP 21-1-SMCT
031-503-1031	Use the Chemical Agent Monitor	STP 21-1-SMCT
031-503-3004	Supervise Crossing of a Contaminated Area	STP 21-24-SMCT
04-3303.01-0034	Navigate Using a Map and Compass	STP 21-I-MQS
04-3303.02-0040	Navigate with a Compass and Map	STP 21-II-MQS
04-3306.01-0003	Move Over, Through, or Around Obstacles (Except Minefields)	STP 21-I-MQS
071-329-1005	Determine a Location on the Ground by Terrain Association	STP 21-1-SMCT
081-831-1054	Transport Casualties	STP 21-1-SMCT
081-833-0083	Treat a Nerve Agent Casualty in the Field	STP 8-91W15-SM-TG
081-833-0084	Treat a Blood Agent Casualty in the Field	STP 8-91W15-SM-TG
081-833-0085	Treat a Choking Agent Casualty in the Field	STP 8-91W15-SM-TG
081-833-0086	Treat a Blister Agent Casualty (Mustard, Lewisite, Phosgene Oxime) in the Field	STP 8-91W15-SM-TG
805C-PAD-2060	Report Casualties	STP 21-24-SMCT
S1-5030.00-1010	The NBC Warning and Reporting System	STP 21-I-MQS

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Cross a Radiologically Contaminated Area (03-3-C208.14-C208)  
 (FM 3-11-3) (FM 3-11) (FM 3-11-4)

**ITERATION:** 1 2 3 4 5 M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit receives orders to prepare for crossing a radiologically contaminated area. Approximate boundaries of the area are known or marked. While conducting operations, the unit may encounter terrorist operations and hostile attempts to gain information about friendly forces. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** The unit crossed the contaminated area by the shortest, fastest route available without receiving radiation casualties or spreading contamination. At MOPP4, performance degradation factors increase time required to complete crossing.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Leaders prepare unit for the crossing. (01-5060.02-0084, 031-503-1008, 031-503-1012, 031-503-3004, 031-503-3006, 031-503-4003, 04-5030.00-2007)</p> <ul style="list-style-type: none"> <li>a. Direct individuals who may be exposed to radioactive dust particles to cover their nose and mouth with clean cloth, roll sleeves down, and wear gloves.</li> </ul> <p>NOTE: Personnel may don protective mask or cover nose and mouth with clean cloth to reduce inhalation hazard. Personnel may don MOPP4 to reduce contamination from fallout.</p> <ul style="list-style-type: none"> <li>b. Receive operational exposure guidance (OEG) from commander (turn back dose/turn back dose rate).</li> <li>c. Ensure radiac equipment operators check instruments.</li> <li>d. Select personnel to perform operational decontamination.</li> </ul> <p>2. All personnel prepare for crossing. (031-503-1008, 031-503-1012)</p> <ul style="list-style-type: none"> <li>a. Identify extra shielding requirements (for example, vehicles use sandbags on the floor).</li> <li>b. Place externally stored equipment inside or covers it with available material.</li> <li>c. Start continuous monitoring.</li> </ul> <p>3. All personnel cross the area. (031-503-1008, 031-503-1012)</p> <ul style="list-style-type: none"> <li>a. Avoid stirring up dust.</li> <li>b. Keep out of dust cloud by increasing the intervals and distances between vehicles.</li> <li>c. Conduct movement as rapidly as possible (tracked vehicles should be buttoned up).</li> </ul> <p>4. Selected personnel perform operational decontamination of personnel and equipment. (031-503-1008, 031-503-1012, 031-503-4003)</p> <ul style="list-style-type: none"> <li>a. Check for casualties.</li> <li>b. Report casualties (if applicable).</li> <li>c. Conduct necessary decontamination.</li> <li>d. Transport casualties (if applicable).</li> <li>e. Continue the mission.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
01-5060.02-0084	Calculate Time of Stay in a Fallout Contaminated Area	STP 21-II-MQS
031-503-1008	Protect Yourself From Chemical and Biological Injury/Contamination While Eliminating Body Waste When Wearing MOPP4	STP 21-1-SMCT
031-503-1012	Protect Yourself from Chemical and Biological Injury/Contamination Using Your M24 or M25-Series Protective Mask With Hood	STP 21-1-SMCT
031-503-3004	Supervise Crossing of a Contaminated Area	STP 21-24-SMCT
031-503-3006	Supervise Radiation Monitoring Procedures	STP 21-24-SMCT
031-503-4003	Control Unit Radiation Exposure	STP 21-24-SMCT
04-5030.00-2007	Supervise Unit Response to Nuclear Attack or Radiological Hazard	STP 21-II-MQS

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Take Active Air Defense Measures Against Hostile Aerial Platforms (44-1-C221.14-C221)  
 (FM 44-8) (FM 44-80) (GTA 44-2-10)

**ITERATION:** 1 2 3 4 5 M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Unit receives early warning of aerial platforms (rotary-wing, fixed-wing, UAVs) in the area. Unit personnel detect unknown or hostile aerial platforms. Unit is in a tactical position. Weapon Control System (WCS) is "WEAPONS TIGHT". Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** Unit destroyed or forced the attacking aerial platforms away from friendly positions. At MOPP4, performance degradation factors decrease firing accuracy.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Leaders direct air defense measures against hostile aerial platforms not attacking a stationary unit. (01-0401.20-0001, 04-8955.00-0001, 441-091-1040, 441-091-1102, 878-920-1002)</p> <ul style="list-style-type: none"> <li>a. Give air attack alarm.</li> <li>b. Identify and report presence of aerial platforms in the area and send Priority Intelligence Requirement (PIR) to higher headquarters (HQ).</li> <li>c. Make engagement decisions.</li> </ul> <p>Note: When making the decision of whether or not to fire at non-attacking hostile aerial platforms with small arms, take into consideration the assigned mission and tactical situation. Unit must positively and visually identify aerial platforms prior to engaging with small arms, unless the aircraft is committing a hostile act. DANGER: Munitions cannot distinguish between friend or foe. Review all airspace control measures and rules of engagement (ROE). You must perform all precautionary measures to ensure that the munitions fired do not cause injury or death to friendly forces or damage to allied equipment. Even computerized systems require close observation.</p> <ul style="list-style-type: none"> <li>d. Ensure unit engages the aerial platforms with all available small arms (rifles and machine guns).</li> </ul> <p>Note: Aim points for propeller-driven aircraft are the same as for helicopters. Select aim points in football field lengths (one football field equals approximately 90 meters). Once the lead distance is estimated, the riflemen and machine gunners aim and fire their weapons at the aim point until the aircraft has flown past that point. Maintain the aim point, not the lead distance. The weapons should not move once the firing cycle starts. Establish pre-selected aim points when the unit is in a static position. Accuracy in relation to target hits is not necessary. Accuracy in relation to aim point is necessary. Volume fire, a coordinated high-volume of fire that the aircraft has to fly through, will achieve the desired results.</p> <ul style="list-style-type: none"> <li>e. Evaluate situation and move unit position, as directed by unit commander.</li> </ul> <p>* 2. Leaders direct air defense measures against hostile aerial platforms not attacking a moving target. (01-0401.20-0001, 441-091-1101, 441-091-1102)</p> <ul style="list-style-type: none"> <li>a. Give air attack alarm.</li> <li>b. Report all aerial platform actions to higher HQ.</li> <li>c. Order the unit to engage (senior leader).</li> </ul> <p>* 3. Leaders direct air defense measures against aerial platforms attacking stationary unit. (01-0401.20-0001, 441-091-1102)</p>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>a. Give air attack alarm.</p> <p>b. Ensure all available personnel immediately engage attacking aerial platforms per tactical standing operating procedure (TSOP).</p> <p>c. Ensure personnel assigned observation posts (OP) continue to scan their assigned sectors.</p> <p>d. Report any aircraft action to higher HQ.</p> <p>e. Report casualties to higher HQ.</p> <p>f. Evaluate situation and moves unit position as directed by tactical situation or TSOP.</p> <p>4. Soldiers take air defense measures against hostile aerial platforms. (441-091-1101, 441-091-1102)</p> <p>a. Occupy defensive positions.</p> <p>b. Search assigned sectors for aerial platforms.</p> <p>c. Ensure engagement causes no fratricide.</p> <p>d. Immediately engage attacking platforms per TSOP.</p> <p>e. Ensure weapons are reloaded following engagement.</p> <p>* 5. Leaders direct air defense measures during convoy movement. (01-0401.20-0001, 04-8955.00-0001, 441-091-1040, 441-091-1102, 878-920-1002)</p> <p>a. Alert vehicle operators of impending attack.</p> <p>b. Prepare personnel to fire on orders of the senior individual present or automatically return fire (per engagement procedures) if an aircraft is attacking.</p> <p>c. Identify the aerial platform.</p> <p>d. Report the attack and submits PIRs to higher HQ.</p> <p>e. Report casualties to higher HQ.</p> <p>6. Soldiers take air defense measures during convoy movement. (441-091-1102)</p> <p>a. Disperse vehicles alternately to shoulders of the road (off road, if possible).</p> <p>b. Turn to covered/concealed positions, if terrain permits.</p> <p>c. Maintain vehicle intervals or increases interval dispersion.</p> <p>d. Use evasive driving techniques.</p> <p>e. Dismount and take up firing positions.</p> <p>f. Engage the aerial platforms with all available small arms (rifles and machine guns).</p> <p>g. Reload weapons following the attack.</p>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
01-0401.20-0001	Direct Unit Air Defense	STP 21-II-MQS
04-8955.00-0001	Recognize Friendly and Threat Armored Vehicles and Aircraft	STP 21-II-MQS

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
441-091-1040	Visually Identify Threat Aircraft	STP 21-24-SMCT
441-091-1101	Perform Search and Scan Procedures	STP 21-1-SMCT
441-091-1102	Engage Hostile Aircraft with Small Arms	STP 21-1-SMCT
878-920-1002	Recognize Friendly and Threat Armored Vehicles and Aircraft	STP 21-1-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE****OPFOR TASKS AND STANDARDS**

**TASK:** Conduct Air Attacks (14-OPFOR-1006)

**CONDITION:** OPFOR and irregular intelligence elements have reported the positions of enemy support sites and primary convoy routes. OPFOR aircraft have been dispatched to attack the enemy installations and convoys.

**STANDARD:** 1. Locate support site(s) and convoys. 2. Make attack runs on designated target(s). 3. Destroy threat equipment, supplies, and vehicles. 4. Sustain no loss of aircraft.

**ELEMENTS:** FINANCE DETACHMENT  
DETACHMENT HEADQUARTERS

**TASK:** Establish Unit Defense (14-7-4030)  
(FM 7-10) (FM 21-75) (FM 3-90)  
(FM 7-20) (FM 7-8)

**ITERATION:** 1 2 3 4 5 M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is providing support to units engaged in combat. It has just relocated to an urban or field support area and has been assigned responsibility for an unmanned sector of the base defense's perimeter. The base defense operations center (BDOC) is operational. Reinforced threat infantry squads and terrorist elements are operating in the area. Threat elements have used chemical weapons. Unit and base defense TSOPs are available. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** Initial security for the assigned perimeter sector was immediately established and planning of the defense was initiated. A defensive plan was developed and approved within three hours or as specified in the TSOP. Actions to implement the defensive plan were expeditiously initiated and completed within the time specified by the base defense commander. MOPP4 conditions increase the time it takes to establish the defense.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander and key leaders establish local security. (01-5700.01-0001, 03-9001.12-0003, 071-326-5705)</p> <ul style="list-style-type: none"> <li>a. Assign areas of responsibility to subordinate elements.</li> <li>b. Man temporary security and defensive positions.</li> <li>c. Post listening posts (LP) and observation posts (OP).</li> <li>d. Establish communications with BDOC, higher headquarters, and adjacent units.</li> <li>e. Link defense with adjacent perimeter units on the left and right.</li> </ul> <p>* 2. Commander and key leaders develop the defense plan. (03-2830.00-6003, 03-5101.00-0282, 03-9001.12-0003, 04-3302.01-0003, 071-326-0515, 071-331-0852, 158-300-0030A)</p> <ul style="list-style-type: none"> <li>a. Conduct a leader's reconnaissance of the area.</li> <li>b. Designate primary, alternate, and secondary positions for subordinate elements.</li> <li>c. Review defense plans of adjacent perimeter units.</li> <li>d. Establish positions for key weapons and equipment.</li> <li>e. Assign sectors of fire for key weapons.</li> <li>f. Establish security, deception, counterattack, and barrier plans.</li> <li>g. Select routes for supply and evacuation.</li> <li>h. Identify enemy prisoner of war (EPW), resupply, and casualty collection points.</li> <li>i. Establish signals and alarms.</li> <li>j. Coordinate indirect fire support.</li> <li>k. Designate final protective fires.</li> <li>l. Consolidate subordinate element security sector sketches.</li> <li>m. Brief defense plan to the base defense commander.</li> <li>n. Obtain plan approval.</li> <li>o. Disseminate plan to subordinate leaders.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 3. Commander and key leaders supervise defense plan implementation. (01-1940.00-1001, 031-503-3008, 03-2830.00-6003, 03-5101.00-0282, 04-3304.01-0002, 071-326-5704, 071-326-5705, 071-331-0852)</p> <ul style="list-style-type: none"> <li>a. Inspect local security.</li> <li>b. Adjust MOPP levels based on tactical situation.</li> <li>c. Direct emplacement of detection equipment.</li> <li>d. Establish continuous manning of communications equipment.</li> <li>e. Stockpile ammunition, food, and water.</li> <li>f. Inspect construction of fighting positions, LPs, OPs, barriers, mines, and weapon systems.</li> <li>g. Establish manning procedures and sleep/rest plan.</li> <li>h. Inspect weapon and ammunition maintenance.</li> <li>i. Establish EPW, resupply, and casualty collection points.</li> <li>j. Adjust indirect fire.</li> <li>k. Verify interlocking fires, dead space, and sectors of fire for weapon systems.</li> <li>l. Verify soldier and subordinate leader understanding of responsibilities, signals, alarms, and other key information.</li> <li>m. Rehearse defensive plan to include counterattacks, engagements, disengagements, and use of reaction force.</li> <li>n. Provide periodic status reports to the BDOC.</li> </ul> <p>4. Soldiers implement unit defense plan provisions. (01-5700.01-0001, 031-503-3008, 03-5101.00-0282, 04-3302.01-0003, 052-202-1363, 071-326-5705)</p> <ul style="list-style-type: none"> <li>a. Maintain local security.</li> <li>b. Implement MOPP directives.</li> <li>c. Construct primary fighting positions.</li> <li>d. Establish OP and LP.</li> <li>e. Clear fields of observation and fire.</li> <li>f. Install camouflage.</li> <li>g. Emplace wire, mines, and other obstacles.</li> <li>h. Prepare range cards/sector sketches.</li> <li>i. Reconnoiter area in front of fighting position to determine likely enemy avenues of approach, dead zones, and other tactical terrain information.</li> <li>j. Inspect fighting position from the approaching enemy's perspective.</li> <li>k. Install communications.</li> <li>l. Maintain weapons and ammunition.</li> <li>m. Stockpile ammunition, food, water, and other key supplies.</li> <li>n. Prepare alternate and supplementary positions.</li> <li>o. Dig trenches between positions.</li> <li>p. implement alert and sleep/rest plan provisions.</li> <li>q. Provide spot reports as requested.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
01-1940.00-1001	Supervise Construction of Obstacles	STP 21-II-MQS
01-5700.01-0001	Communicate on a Tactical Radio	STP 21-I-MQS
031-503-3008	Implement Mission-Oriented Protective Posture (MOPP)	STP 21-24-SMCT
03-2830.00-6003	Adjust Indirect Fire	STP 21-I-MQS
03-5101.00-0282	Direct the Storage of Unit Supplies, Weapons, Equipment, and Ammunition	STP 10-92Y24-SM-TG
03-9001.12-0003	Communicate Effectively as a Commander or Staff Officer	STP 21-II-MQS
04-3302.01-0003	Conduct a Reconnaissance	STP 21-I-MQS
04-3304.01-0002	Conduct Inspection	STP 21-I-MQS
052-202-1363	Camouflage Your Defensive Position	STP 21-1-SMCT
071-326-0515	Select a Movement Route Using a Map	STP 21-24-SMCT
071-326-5704	Supervise Construction of a Fighting Position	STP 21-24-SMCT
071-326-5705	Establish an Observation Post	STP 21-24-SMCT
071-331-0852	Clear a Field of Fire	STP 21-1-SMCT
158-300-0030A	Brief to Inform, Persuade, or Direct	STP 21-II-MQS

**SUPPORTING COLLECTIVE TASKS: NONE****OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Defend Unit Area (07-3-4130.14-4130)  
 (FM 7-8) (FM 3-90) (FM 7-10)  
 (FM 7-20)

**ITERATION:** 1 2 3 4 5 M (Circle)  
**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is providing support to units engaged in combat. It is positioned in an urban or field support area as part of a base defense. The unit has been assigned to defend part of the perimeter, has established its defense, and has prepared a defense plan. Observation posts are established and manned. Perimeter security positions are prepared and manned by approximately 25 percent of unit personnel. A unit CP is established with communications to the base defense operations center (BDOC) and to subordinate elements. Supporting fires and close air support are planned and available. Squad sized threat forces are operating in the area and have used chemical agents. OP soldiers report a threat infantry squad approaching in the unit's sector. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** The unit implemented its defense plan, engaged the enemy at maximum range, and continued the defense until the enemy force was repulsed, destroyed or until the unit was relieved. Minimum casualties and loss of equipment were sustained. The unit reorganized its defense and was prepared to resume its support mission. MOPP conditions slow response times and degrade accuracy of fires.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>NOTE: In many cases, unit personnel will be assigned to provisional platoons of a base defense force and conduct rear area defense operations under the base defense command and control. This T&amp;EO is written to allow the unit to train and evaluate the same basic defense tasks under the command and control of unit leaders. Commanders should adjust this T&amp;EO to accommodate their local situations.</p> <p>* 1. Commander and leaders direct the defense. (01-5700.01-0001, 071-312-3031, 071-326-0513, 071-332-5021)</p> <ul style="list-style-type: none"> <li>a. Forward the report of threat forces to the BDOC using the size, activity, location, unit, time and equipment (SALUTE) format.</li> <li>b. Notify all subordinate elements of threat presence.</li> <li>c. Suspend support operations.</li> <li>d. Increase perimeter manning.</li> <li>e. Constitute reserve and emergency response forces.</li> <li>f. Establish continuous manning for all communications equipment.</li> <li>g. Recall OPs.</li> <li>h. Maintain maximum surveillance of the battlefield.</li> <li>i. Provide status reports to the BDOC and subordinate elements.</li> <li>j. Direct actions to destroy, repel, or delay threat forces.</li> <li>k. Request backup forces.</li> <li>l. Adjust fires and positioning of forces and equipment.</li> <li>m. Direct final protective fires.</li> <li>n. Coordinate resupply and cross-leveling of personnel and equipment.</li> <li>o. Maintain a current situation map.</li> <li>p. Coordinate relief force employment.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>2. Soldiers defend the unit. (01-3301.02-0011, 031-503-3008, 052-202-1363, 071-312-3031, 081-831-0101, 181-105-2002)</p> <ul style="list-style-type: none"> <li>a. Sound the alarm.</li> <li>b. Occupy fighting positions and other combat posts.</li> <li>c. Adjust MOPP posture as directed or in response to the tactical situation.</li> <li>d. Provide status and enemy activity reports to NCOIC.</li> <li>e. Practice noise, light, and camouflage discipline.</li> <li>f. Maintain continuous surveillance of the battlefield.</li> <li>g. Engage threat at maximum range with organic weapons.</li> <li>h. Conduct fire and maneuver to counter threat actions.</li> </ul> <p>* 3. Commander and leaders use indirect fire support. (03-2830.00-6003, 04-3306.01-0005, 061-283-6003)</p> <ul style="list-style-type: none"> <li>a. Identify appropriate target for indirect fire weapons.</li> <li>b. Establish communications with the BDOC or support element.</li> <li>c. Advise adjacent friendly ground forces of planned actions.</li> <li>d. Request support using preplanned data.</li> <li>e. Adjust fire onto the target.</li> <li>f. Terminate fire.</li> <li>g. Report effects of fire to the BDOC or support element.</li> </ul> <p>* 4. Commander and leaders use close air support (CAS). (01-3301.02-0011, 01-5700.01-0001)</p> <ul style="list-style-type: none"> <li>a. Identify appropriate target.</li> <li>b. Request support from BDOC.</li> <li>c. Establish communications with supporting CAS element.</li> <li>d. Advise adjacent friendly ground forces of planned actions.</li> <li>e. Identify friendly force positions and target location to strike leader.</li> <li>f. Adjust fires onto target.</li> <li>g. Terminate mission.</li> <li>h. Report results to BDOC and CAS element.</li> </ul> <p>* 5. Commander and leaders direct unit consolidation and reorganization. (071-331-0802, 081-831-0101, 191-377-5250, 805C-PAD-2060)</p> <ul style="list-style-type: none"> <li>a. Reestablish security.</li> <li>b. Eliminate remaining enemy resistance.</li> <li>c. Reestablish the chain of command.</li> <li>d. Direct priority actions to reestablish defense.</li> <li>e. Relocate compromised key fighting positions.</li> <li>f. Replace key combat losses.</li> <li>g. Cross-level personnel, ammunition, and equipment.</li> <li>h. Man OPs, key weapons, communications equipment, and positions.</li> <li>i. Coordinate area damage control.</li> <li>j. Coordinate casualty treatment, evacuation, and reporting.</li> <li>k. Implement EPW, KIA, and damaged equipment evacuation.</li> <li>l. Submit situation reports to BDOC and higher headquarters.</li> <li>m. Submit requests for replacement personnel, weapons, ammunition, and other supplies and equipment.</li> <li>n. Update unit defense plan.</li> <li>o. Update unit roster.</li> <li>p. Prepare to resume support mission.</li> <li>q. Inspect consolidation and reorganization activities.</li> </ul> <p>6. Soldiers implement consolidation and reorganization procedures. (071-326-5703, 071-331-0802, 081-831-0101, 191-377-5250, 805C-PAD-2060)</p>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
a. Re-man key weapons and equipment. b. Reestablish and construct new fighting positions. c. Maintain weapons and equipment. d. Redistribute ammunition, supplies, and equipment. e. Repair damaged obstacles. f. Replace mines and booby traps. g. Perform directed area damage control tasks. h. Treat casualties. NOTE: See task 08-2-0003.14-0003 for casualty treatment procedures. i. Report casualties. j. Transport casualties. NOTE: See task 08-2-C316.14-C316 for procedures for transporting casualties. k. Transport KIA. l. Transport EPW. m. Transport damaged equipment. n. Provide status and enemy activity reports to NCOIC.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

#### SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
01-3301.02-0011	Defend a Company Position	STP 21-II-MQS
01-5700.01-0001	Communicate on a Tactical Radio	STP 21-I-MQS
031-503-3008	Implement Mission-Oriented Protective Posture (MOPP)	STP 21-24-SMCT
03-2830.00-6003	Adjust Indirect Fire	STP 21-I-MQS
04-3306.01-0005	React to Indirect Fire	STP 21-I-MQS
052-202-1363	Camouflage Your Defensive Position	STP 21-1-SMCT
061-283-6003	Adjust Indirect Fire	STP 21-24-SMCT
071-312-3031	Engage Targets with an M60 Machine Gun	STP 21-1-SMCT
071-326-0513	Select Temporary Fighting Positions	STP 21-1-SMCT
071-326-5703	Construct Individual Fighting Positions	STP 21-1-SMCT
071-331-0802	Process Enemy Personnel and Equipment	STP 21-1-SMCT
071-332-5021	Prepare a Situation Map	STP 21-24-SMCT
081-831-0101	Request Medical Evacuation	STP 21-24-SMCT
181-105-2002	Conduct Combat Operations According to the Law of War	STP 21-1-SMCT
191-377-5250	Handle Enemy Personnel and Equipment	STP 21-24-SMCT
805C-PAD-2060	Report Casualties	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

## **OPFOR TASKS AND STANDARDS**

**TASK:** Attack (14-OPFOR-1010)

**CONDITION:** OPFOR or terrorist element has located U.S. friendly support areas. PIR and other intelligence requirements have been obtained. Terrorist or OPFOR element has been directed to attack the support area.

**STANDARD:** 1. Develop attack plan. 2. Initiate attack using a scheme of maneuver that exploits enemy flanks, gaps, or identified weaknesses. 3. Make maximum use of covered and concealed attack routes. 4. Employ indirect fire to support attack. 5. Penetrate enemy defenses. 6. Destroy all equipment and supplies. 7. Inflict heavy casualties. 8. Isolate the support area by blocking reinforcements. 9. Withdraw before unit is reinforced with tactical forces.

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Employ OPSEC Measures (14-7-1016)  
 (AR 530-1) (AR 380-19) (AR 380-5)  
 (FM 101-5) (FM 3-19.30) (FM 3-19-30)  
 (FM 34-60)

**ITERATION:** 1 2 3 4 5 M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is mobilizing, deploying, in transit, conducting full spectrum operations, redeploying, or demobilizing. The unit TSOP, OPSEC, classified document and automated information control plans are present. Hostile forces and hostile force sympathizers that possess a full range of sophisticated and unsophisticated information gathering capabilities are actively attempting to gather information on unit strengths, personnel, capabilities, dispositions, intentions, operations, plans, and other activities. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** The unit denies the threat elements from gaining information about its strengths, personnel, capabilities, dispositions, intentions, operations, plans, and other activities. Under MOPP conditions the time it takes to implement OPSEC measures is increased.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander and key leaders supervise implementation of OPSEC measures. (01-5700.02-0001, 03-3711.12-0001, 113-573-0002)</p> <ul style="list-style-type: none"> <li>a. Appoint unit OPSEC officer/NCO.</li> <li>b. Maintain a current assessment of threat capabilities and intentions.</li> <li>c. Inform unit personnel of the OPSEC threat and unit OPSEC plans and procedures.</li> <li>d. Incorporate OPSEC considerations into all unit operation orders and plans.</li> <li>e. Inspect implementation of unit OPSEC plans and provisions.</li> </ul> <p>* 2. Commander and key leaders use the five-step OPSEC process on a continuing basis. (03-3711.12-0002)</p> <ul style="list-style-type: none"> <li>a. Identify critical information.</li> <li>b. Analyze threats.</li> <li>c. Analyze vulnerabilities.</li> <li>d. Assess risks.</li> <li>e. Apply countermeasures.</li> </ul> <p>3. Leaders and soldiers implement classified and sensitive but unclassified (SBU) material protection procedures. (01-5700.01-0001, 03-3711.12-0001, 03-3711.12-0002, 04-5770.02-0002, 113-573-0002, 113-573-8006, 301-348-6001, 805C-71L-4051, 805C-PAD-3594)</p> <ul style="list-style-type: none"> <li>a. Apply appropriate classification.</li> <li>b. Maintain accountability for all materials.</li> <li>c. Reproduce material only when necessary.</li> <li>d. Grant access to material on a need-to-know basis.</li> <li>e. Secure material in authorized containers/areas when not in use.</li> <li>f. Destroy all classified and sensitive materials when no longer needed.</li> <li>g. Rehearse emergency evacuation and emergency destruction plans.</li> </ul> <p>4. Leaders and communications personnel implement COMSEC provisions. (01-5767.02-0001, 04-5770.02-0002, 113-573-8006)</p>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>a. Transmit only mission essential information by the most secure means available.</li> <li>b. Employ authentication and encryption codes as specified in the signal operating instructions (SOI)/signal supplemental instructions.</li> <li>c. Employ code names when transmitting over non-secure means.</li> <li>d. Limit message transmission times.</li> <li>e. Use only assigned frequencies.</li> <li>f. Observe radio silence when directed.</li> <li>g. Employ anti-jamming procedures.</li> <li>h. Report electromagnetic interference.</li> </ul> <p>5. Soldiers employ counter surveillance measures. (04-1910.11-1001, 04-3306.01-0007, 052-191-1361, 071-331-0815)</p> <ul style="list-style-type: none"> <li>a. Position vehicles and equipment so as to maximize protection of terrain.</li> <li>b. Camouflage all vehicles, equipment, tentage, supplies, personnel and fighting positions.</li> <li>c. Regulate vehicle and personnel access to the unit area and within it.</li> <li>d. Minimize vehicle and personnel movement within unit area.</li> <li>e. Employ noise, light, and odor/smell discipline.</li> <li>f. Maintain area free of litter, trash, and improperly camouflaged or stored personal items.</li> <li>g. Operate communications equipment with lowest possible volume.</li> <li>h. Sanitize unit area upon departure for new site.</li> <li>i. Preclude fraternization with local civilians.</li> </ul> <p>6. Leaders and automation equipment operators implement automated information system security (AIS) provisions. (03-3711.12-0002, 301-336-1451)</p> <ul style="list-style-type: none"> <li>a. Appoint responsible AIS officer/NCO.</li> <li>b. Secure all automation equipment, data, and connectivity.</li> <li>c. Inform personnel of AIS policies, procedures, and requirements.</li> <li>d. Implement password control procedures.</li> <li>e. Use only authorized software.</li> <li>f. Implement data backup/continuity of operations provisions.</li> <li>g. Prevent unauthorized access to systems, data, and connectivity.</li> <li>h. Report hacker attacks and unauthorized attempts to gain access.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
01-5700.01-0001	Communicate on a Tactical Radio	STP 21-I-MQS
01-5700.02-0001	Enforce Platoon and Company Communications Security Measures	STP 21-II-MQS
01-5767.02-0001	Conduct Electronic Counter-Counter Measures	STP 21-II-MQS

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
03-3711.12-0001	Implement Operations Security	STP 21-II-MQS
03-3711.12-0002	Protect Classified Information and Material	STP 21-II-MQS
04-1910.11-1001	Camouflage Self, Individual Equipment, and Position	STP 21-I-MQS
04-3306.01-0007	Practice Noise, Light, and Litter Discipline	STP 21-I-MQS
04-5770.02-0002	Operate Communication Security Equipment Vinson	STP 21-II-MQS
052-191-1361	Camouflage Yourself and Your Individual Equipment	STP 21-1-SMCT
071-331-0815	Practice Noise, Light, and Litter Discipline	STP 21-1-SMCT
113-573-0002	Conduct Operations Security (OPSEC) Procedures	STP 21-24-SMCT
113-573-8006	Use an Automated Signal Operation Instruction (SOI)	STP 21-24-SMCT
301-336-1451	Perform Information Security Procedures	STP 34-96B14-SM-TG
301-348-6001	Protect Classified Information and Material	STP 21-24-SMCT
805C-71L-4051	Establish a Classified Material Emergency Plan	STP 12-71L35-SM-TG
805C-PAD-3594	Store Classified Information and Materials	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE****OPFOR TASKS AND STANDARDS**

**TASK:** Gather Intelligence (14-OPFOR-1008)

**CONDITION:** Small OPFOR, irregular, or terrorist elements are operational and planning attacks and other hostile actions against the enemy. Information is needed to facilitate planning and operational activities.

**STANDARD:** 1. Identify all PIR and other intelligence requirements. 2. Move undetected through enemy security points and within the enemy area to gather PIR and other intelligence information. 3. As required, establish and man an OP that offers cover and concealment and is close enough to gather information. 4. Gather all PIR and other intelligence requirements without being detected. 5. Withdraw from the area undetected. 6. Report all information to established chain of command.

**TASK:** Conduct Electronic Warfare (14-OPFOR-1012)

**CONDITION:** OPFOR and other hostile elements, to include terrorists, monitor enemy communications means to identify communications being used and their locations; to collect operational information; and when directed, disrupt or destroy enemy communications capabilities.

**STANDARD:** 1. Identify enemy conventional communications capabilities including radio, wire, and automation systems/internet sites and linkages. 2. Determine the location of primary equipment. 3. Monitor transmissions. 4. Collect and record information. 5. Jam, hack or employ other means to disrupt or destroy enemy communications on order and to the level of intensity directed. 6. Assess the effectiveness of disruption and destruction activities.

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** React to Terrorist Operations (14-7-1000)  
 (AR 525-13 (DR)) (FC 100-37-1) (FM 21-75)  
 (JP 3-07.2)

**ITERATION:** 1 2 3 4 5 M (Circle)  
**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is operational with all assigned and attached personnel and equipment and operating in a field, garrison, or transit environment. There is a continuing imprecise terrorist threat to disrupt operations that could take many different undetermined forms and intensities ranging from direct attacks and bombings to infiltrations, COMSEC attacks, and information gathering actions. Rules of engagement, counter terrorist defense plans, and other documentation have been developed. Counter-terrorism activities are continuous and are performed simultaneously with all operational tasks. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** The unit maintained continuing threat awareness and implemented security measures as directed by higher headquarters, local friendly forces, appropriate civilian agencies, and local conditions. When conducted, terrorist actions were detected and expeditious appropriate responses were taken to preclude terrorist success and assure continued capability to perform assigned missions. At MOPP4, reaction time is increased.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. The commander maintains counter-terrorism readiness. (301-336-3250, S1-9014.01-0010, S3-9014.02-0010)</p> <ul style="list-style-type: none"> <li>a. Develops an accurate picture of the terrorist threats.</li> <li>b. Maintains ongoing communications links with higher headquarters, local agencies, and other elements concerning threat matters.</li> <li>c. Keeps all personnel informed of the current terrorist threat.</li> <li>d. Incorporates counter-terrorism policies and procedures in standing operating procedures and other documents.</li> <li>e. Implements appropriate counter-terrorist measures and actions.</li> <li>f. Trains personnel on counter-terrorist actions.</li> <li>g. Rehearses counter-terrorist procedures and other security actions.</li> <li>h. Conducts periodic counter-terrorism inspections.</li> </ul> <p>2. The unit counters terrorist actions. (081-831-1000, 805C-PAD-2060)</p> <ul style="list-style-type: none"> <li>a. Detects the terrorist action.</li> <li>b. Assesses the situation.</li> <li>c. Alerts personnel of the action/attack.</li> <li>d. Provides prompt initial spot report on the terrorist action to higher headquarters and local agencies.</li> <li>e. Ensures appropriate friendly force reaction.</li> <li>f. Ensures proper implementation of the rules of engagement.</li> <li>g. Directs actions to counter changes in the situation.</li> <li>h. Maintains internal and external communication linkages.</li> <li>i. Treats casualties.</li> </ul> <p>3. The unit consolidates following terrorist actions. (081-831-1000, 081-831-1040, 081-831-1041, 081-831-1054, 805C-PAD-2060)</p> <ul style="list-style-type: none"> <li>a. Reestablishes security and communications.</li> <li>b. Treats casualties.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Transports casualties. d. Reports casualties. e. Renders reports to higher headquarters and local agencies. f. Secures the incident scene to preserve evidence. g. Accounts for all personnel, equipment, and ammunition. h. Reestablishes the chain of command. i. Requests personnel, ammunition, and equipment replacements. * 4. The commander conducts post terrorist action activities. (S1-9014.01-0010, S3-9014.02-0010) a. Provides reports to higher headquarters and local agencies. b. Completes an after-action review. c. Revises counter-terrorism plans and procedures. d. Implements new counter-terrorism measures. e. Assures completion of consolidation phase actions. f. Informs personnel of unit status.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
081-831-1000	Evaluate a Casualty	STP 21-1-SMCT
081-831-1040	Transport a Casualty Using a One-Man Carry	STP 21-1-SMCT
081-831-1041	Transport a Casualty Using a Two-Man Carry or an Improvised Litter	STP 21-1-SMCT
081-831-1054	Transport Casualties	STP 21-1-SMCT
301-336-3250	Prioritize Threat Probable Courses of Action	STP 34-96B14-SM-TG
805C-PAD-2060	Report Casualties	STP 21-24-SMCT
S1-9014.01-0010	The Army's Program to Combat Terrorism	STP 21-I-MQS
S3-9014.02-0010	Describe the Army's Combating Terrorism Program for Deployable Units	STP 21-II-MQS

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS**

**TASK:** Gather Intelligence (14-OPFOR-1008)

**CONDITION:** Small OPFOR, irregular, or terrorist elements are operational and planning attacks and other hostile actions against the enemy. Information is needed to facilitate planning and operational activities.

**STANDARD:** 1. Identify all PIR and other intelligence requirements. 2. Move undetected through enemy security points and within the enemy area to gather PIR and other intelligence information. 3. As required, establish and man an OP that offers cover and concealment and is close enough to gather information. 4. Gather all PIR and other intelligence requirements without being detected. 5. Withdraw from the area undetected. 6. Report all information to established chain of command.

**TASK:** Conduct Terrorist and Saboteur Operations (14-OPFOR-1013)

**CONDITION:** Terrorist elements have been assigned to prepare for and conduct operations against an enemy force or operational area. Information gathering activities as well as terrorist infrastructure development continue on an ongoing basis. The element conducts other actions on order.

**STANDARD:** 1. Terrorist element initiates a comprehensive information-gathering program. 2. Infiltrate the enemy area and organization. 3. Identify enemy vulnerabilities. 4. Photograph enemy sites and activities. 5. Develop support area and enlist collaborators and sympathizers from the local population. 6. Build resentment against the enemy force. 7. Seek anti-enemy press coverage. 8. Conduct other tactical operations on order and as directed.

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Prepare for Chemical Biological Attack (14-7-1200)  
 (FM 3-11-4) (FM 3-0) (FM 3-11-3)  
 (FM 3-11-5) (FM 4-0)

**ITERATION:** 1 2 3 4 5 (Circle)  
**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Threat military forces and terrorist elements have a chemical biological (CB) warfare capability that has recently been used. The unit is located in a tactical or garrison area. A security plan has been established and implemented. A standing operating procedure (SOP) has been developed and is present. Communications have been established with higher headquarters, supported units, adjacent units, and the base defense operations center (BDOC) or the installation emergency operations center (EOC). Personnel have been issued protective masks and clothing. A warning order has been received advising very high probability of a chemical or biological attack within the next 72 hours and directing increased security readiness. This task should not be trained in MOPP4.

**TASK STANDARDS:** The unit took immediate action to increase security and inform soldiers of the pending situation. An appropriate MOPP level was established and implemented. Detection equipment and materials were emplaced and/or inspected. Provisions for protecting personnel were rehearsed and inspected. Provisions for protecting equipment, food, supplies, and munitions were expeditiously and fully implemented and inspected.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander and leaders direct enhanced chemical biological (CB) preparedness. (01-5050.02-0017, 031-503-1008, 031-503-1011, 031-503-3006, 031-503-3007, 031-503-3008, 031-503-4002, 04-5030.00-2014, 04-5030.00-2017)</p> <ul style="list-style-type: none"> <li>a. Relay warning order to subordinate units and unit leaders.</li> <li>b. Direct enhanced security and MOPP levels.</li> <li>c. Initiate monitoring procedures.</li> <li>d. Direct implementation of SOP for CB protection measures and procedures.</li> <li>e. Implement 24/7 manning of communications equipment.</li> <li>f. Test alarm systems.</li> <li>g. Issue command guidance on CB protection actions.</li> <li>h. Provide status report to higher headquarters/base defense commander/EOC commander.</li> <li>i. Conduct vulnerability analysis.</li> <li>j. Inspect implementation of CB protective measures.</li> </ul> <p>* 2. Leaders supervise implementation of enhanced CB preparedness measures. (01-5050.02-0017, 031-503-1008, 031-503-1011, 031-503-1020, 031-503-1026, 031-503-3006, 031-503-3008, 031-503-4002, 031-504-3001, 031-506-2019, 04-5030.00-2017)</p> <ul style="list-style-type: none"> <li>a. Disseminate warning information.</li> <li>b. Implement new security and MOPP provisions.</li> <li>c. Instruct troops on the recognition of CB attack procedures.</li> <li>d. Issue instructions for implementing protective posture enhancements and work priority.</li> <li>e. Enforce preventive medicine, area sanitation, vector control, and personal hygiene programs.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>f. Direct rehearsals of masking and protective clothing donning procedures.                      g. Identify backup/alternate food, water, and supply sources.                      h. Review alarm and reporting procedures.                      i. Supervise implementation of protective measures for personnel, equipment, food, supplies, and munitions.                      j. Inspect implemented security and protective measures.</p> <p>3. NBC team implements protective measures. (01-5050.02-0017, 031-503-1008, 031-503-1011, 031-503-1015, 031-503-1019, 031-503-1020, 031-503-1026, 031-503-2012, 031-503-3006, 031-503-3007, 031-503-3008, 031-504-3001, 031-506-2019, 04-5030.00-2017)</p> <p>a. Monitors special NBC warning nets on 24/7 schedule.                      b. Emplaces detection equipment and material.                      c. Establishes detection and sampling procedures.                      d. Inspects emplaced detection equipment and material.                      e. Assists in the inspection and maintenance of individual protective equipment.                      f. Inspects collective protection facilities.                      g. Inspects rehearsals of masking and protective clothing donning procedures.                      h. Inspects protective measures established for protecting equipment, food, supplies, and munitions.                      i. Provides technical advice and assistance on threat CB weapon systems and CB protection procedures.                      j. Inspects foodstuffs and supplies for signs of covert tampering.</p> <p>4. All personnel implement protective measures. (031-503-1008, 031-503-1011, 031-503-1015, 031-503-1019, 031-503-1020, 031-503-1024, 031-503-1025, 031-503-1026, 031-503-1031, 031-503-2005, 031-503-3008, 04-5030.00-2014, 04-5030.00-2017)</p> <p>a. Implement directed increased security and protection measures.                      b. Harden individual fighting positions.                      c. Report suspicious, irregular terrorist and threat activity.                      d. Inspect individual protective equipment.                      e. Rehearse masking and protective equipment donning procedures.                      f. Conduct personal hygiene, vector control, and field sanitation procedures.                      g. Set up collective protection systems for personnel, equipment, food, water, and supplies.                      h. Review CB attack reporting procedures.                      i. Report unusual occurrences such as the unexplained death of birds, animals, insects, and unprotected personnel.</p>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
01-5050.02-0017	Supervise the Use and Maintenance of the M93 or M147 Dosimeter and PP1578/PD Charger	STP 21-I-MQS
031-503-1008	Protect Yourself From Chemical and Biological Injury/Contamination While Eliminating Body Waste When Wearing MOPP4	STP 21-1-SMCT
031-503-1011	Maintain Your M24 or M25-Series Protective Mask with Hood	STP 21-1-SMCT
031-503-1015	Protect Yourself and Others from NBC Injury/Contamination with the Appropriate Mission-Oriented Protective Posture (MOPP)	STP 21-1-SMCT
031-503-1019	React to Chemical or Biological Hazard/Attack	STP 21-1-SMCT
031-503-1020	Detect Chemical Agents Using M9 Detector Paper	STP 21-1-SMCT
031-503-1024	Replace Canister on Your M40-Series Protective Mask	STP 21-1-SMCT
031-503-1025	Protect Yourself From Chemical and Biological Injury/Contamination Using Your M40 Protective Mask With Hood	STP 21-1-SMCT
031-503-1026	Maintain Your M40-Series Protective Mask with Hood	STP 21-1-SMCT
031-503-1031	Use the Chemical Agent Monitor	STP 21-1-SMCT
031-503-2005	Put the Automatic Chemical Agent Alarm System Into Operation	STP 21-24-SMCT
031-503-2012	Supervise the Fitting of Protective Masks	STP 21-24-SMCT
031-503-3006	Supervise Radiation Monitoring Procedures	STP 21-24-SMCT
031-503-3007	Direct Preparation for Nuclear, Biological and Chemical (NBC) Attack	STP 21-24-SMCT
031-503-3008	Implement Mission-Oriented Protective Posture (MOPP)	STP 21-24-SMCT
031-503-4002	Supervise Unit for a Nuclear, Biological, and Chemical (NBC) Attack	STP 21-24-SMCT
031-504-3001	Supervise Positioning of the Chemical Agent Alarm	STP 3-54B2-SM
031-506-2019	Supervise Preparation of Vehicles, Equipment, and Personnel for NBC Recon	STP 3-54B34-SM-TG
04-5030.00-2014	Use M256 OR M256A Chemical Detection Kit	STP 21-II-MQS
04-5030.00-2017	Prepare for Nuclear, Biological, or Chemical Attack	STP 21-II-MQS

**SUPPORTING COLLECTIVE TASKS: NONE****OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Respond to a Chemical Attack (03-3-C203.14-C203)  
 (FM 3-11-4) (FM 3-11) (FM 3-11-3)

**ITERATION:** 1M 2M 3M 4M 5M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Automatic alarms sound or color changes in chemical detector paper to indicate presence of contaminants. The unit is tactically deployed at MOPP2. Intelligence reports from the supporting headquarters indicate that the threat is capable of attacking with chemical weapons. Supporting HQ operations orders (OPORD) are available. While conducting operations, the unit may encounter terrorist operations and hostile attempts to gain information about friendly forces. This task is always performed in MOPP4.

**TASK STANDARDS:** Soldiers sounded the alarm (vocal/non-vocal), went immediately to MOPP4, and utilized available shelter immediately to prevent further exposure to contamination. The element reacted to the chemical alarm within 15 seconds. Personnel performed testing and unmasking procedures until unit was reorganized, and reduced MOPP functions were reinstated.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ol style="list-style-type: none"> <li>1. All personnel employ protective measures. (01-5030.00-1008, 031-503-1012, 031-503-1014, 031-503-1015, 031-503-1020, 031-503-1025, 031-503-1028, 031-503-2001, 031-503-3005, 031-503-3008, 04-5030.00-2006, 04-5030.00-2008, 04-5030.00-2010, 04-5030.00-2013, 04-5030.00-2014)                         <ol style="list-style-type: none"> <li>a. Don protective mask within nine seconds.</li> <li>b. Initiate appropriate alarm (vocal and non-vocal).</li> <li>c. Don protective gloves.</li> <li>d. Seek additional shelter, if available.</li> <li>e. Administer a nerve agent antidote (buddy aid) to other soldiers with symptoms of nerve agent poisoning, if applicable.</li> <li>f. Self-administer nerve agent antidotes, if applicable.</li> <li>g. Check soldiers to ensure the protective measures were followed.</li> <li>h. Continue mission unless directed otherwise.</li> </ol> </li> <li>2. Selected personnel protect equipment.                         <ol style="list-style-type: none"> <li>a. Cover all exposed equipment and supplies.</li> <li>b. Implement procedures to prevent further contamination.</li> <li>c. Monitor the area for contamination levels by testing with detector kits and detector paper.</li> </ol> </li> <li>3. Soldiers conduct immediate decontamination.                         <ol style="list-style-type: none"> <li>a. Conduct skin decontamination.</li> <li>b. Wipe down personal equipment with the M291 skin decontaminating kit (SDK) or the M295 decontamination kit, individual equipment (DKIE).</li> <li>c. Conduct the operator's spray down with M11/M13 decontamination apparatus (portable) or the operator's wipe down using the M100 decontamination system.</li> </ol> </li> <li>* 4. Unit leaders provide NBC reports to the supporting HQ. (031-503-3005, 04-5030.00-2008, S1-5030.00-1010)                         <ol style="list-style-type: none"> <li>a. Forward initial NBC 1 chemical report within 20 minutes after attack or attack notification.</li> </ol> </li> </ol>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>b. Forward follow-up NBC 1 report within 20 minutes after the initial NBC 1 chemical report.</p> <p>* 5. Unit leaders initiate unmasking procedures. (031-503-3002, 04-5030.00-2021)</p> <ul style="list-style-type: none"> <li>a. Check area for physical signs of liquid contamination.</li> <li>b. Select two individuals and conduct unmasking procedures.</li> <li>c. Direct selected personnel to conduct unmasking procedures (see task step 5).</li> <li>d. Observe selected individuals for 10 minutes for symptoms of chemical incapacitation.</li> <li>e. Repeat unmasking steps (see task step 5).</li> <li>f. Observe selected individuals for another 10 minutes for symptoms of chemical incapacitation.</li> <li>g. Initiate "All Clear" signal, if no symptoms appear.</li> </ul> <p>6. Selected personnel employ unmasking procedures. (031-503-1012, 031-503-1020, 031-503-1025, 031-503-1028)</p> <ul style="list-style-type: none"> <li>a. Break mask seal in a shady area (selected individuals).</li> <li>b. Keep eyes open for 15 seconds.</li> <li>c. Clear mask.</li> <li>d. Reseal mask.</li> <li>e. Remain masked for 10 minutes.</li> <li>f. Break the seal of the mask.</li> <li>g. Take two or three breaths.</li> <li>h. Clear mask.</li> <li>i. Reseal mask.</li> <li>j. Remain masked for another 10 minutes.</li> <li>k. Unmask for five minutes.</li> <li>l. Remask for 10 minutes.</li> </ul> <p>* 7. Commander and leaders reorganize unit area. (071-430-0004, 071-430-0008)</p> <ul style="list-style-type: none"> <li>a. Reestablish chain of command.</li> <li>b. Coordinate required unit MOPP level with the supporting headquarters.</li> <li>c. Inspect unit personnel to ensure that individuals remain at the directed MOPP level.</li> <li>d. Direct periodic chemical monitoring in the unit area.</li> <li>e. Supervise the request and distribution of replacement chemical defense equipment and supplies.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1M	2M	3M	4M	5M		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
01-5030.00-1008	React to Chemical or Biological Hazard	STP 21-I-MQS

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
031-503-1012	Protect Yourself from Chemical and Biological Injury/Contamination Using Your M24 or M25-Series Protective Mask With Hood	STP 21-1-SMCT
031-503-1014	Identify Chemical Agents Using M8 Detection Paper	STP 21-1-SMCT
031-503-1015	Protect Yourself and Others from NBC Injury/Contamination with the Appropriate Mission-Oriented Protective Posture (MOPP)	STP 21-1-SMCT
031-503-1020	Detect Chemical Agents Using M9 Detector Paper	STP 21-1-SMCT
031-503-1025	Protect Yourself From Chemical and Biological Injury/Contamination Using Your M40 Protective Mask With Hood	STP 21-1-SMCT
031-503-1028	Protect Yourself From Chemical and Biological Injury/Contamination Using Your M42 Protective Mask With Hood	STP 21-1-SMCT
031-503-2001	Identify Chemical Agents Using M256-Series Chemical Agent Detector Kit	STP 21-24-SMCT
031-503-3002	Conduct Unmasking Procedures	STP 21-24-SMCT
031-503-3005	Submit NBC 1 Report	STP 21-24-SMCT
031-503-3008	Implement Mission-Oriented Protective Posture (MOPP)	STP 21-24-SMCT
04-5030.00-2006	Supervise Unit Response to a Chemical or Biological Attack	STP 21-II-MQS
04-5030.00-2008	Prepare and Submit Nuclear, Biological, or Chemical 1 Report	STP 21-II-MQS
04-5030.00-2010	Use M8 Detector Paper to Identify Chemical Agents	STP 21-II-MQS
04-5030.00-2013	Implement Mission-Oriented Protective Posture Based on Threat or Direction	STP 21-II-MQS
04-5030.00-2014	Use M256 OR M256A Chemical Detection Kit	STP 21-II-MQS
04-5030.00-2021	Conduct Unmasking Procedures	STP 21-II-MQS
S1-5030.00-1010	The NBC Warning and Reporting System	STP 21-I-MQS

**SUPPORTING COLLECTIVE TASKS: NONE****OPFOR TASKS AND STANDARDS**

**TASK:** Disrupt Enemy Movement and Operations Using Persistent and Non-Persistent Chemical Weapons (14-OPFOR-1001)

**CONDITION:** OPFOR element delivers chemical agents by artillery, aircraft, or other conventional or non-conventional means along selected convoy routes and in enemy garrison and field locations.

**STANDARD:** 1. Deliver chemical agents by surprise in selected enemy field or garrison location, or along convoy route. 2. Contaminate enemy personnel, equipment, and supplies. 3. Delay movement enemy supplies, personnel, and equipment. 4. Increase enemy vulnerability to other forms of attack. 5. Inflict a modest rate of casualties on enemy forces.

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Respond to a Biological Attack (03-4-0019.14-0019)  
 (FM 3-11-4) (FM 3-0) (FM 3-11)  
 (FM 3-11-3) (FM 3-11-5) (FM 4-0)

**ITERATION:** 1M 2M 3M 4M 5M (Circle)  
**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Threat forces and terrorist elements have biological weapons and it is suspected that some have recently been used. The unit is located in a tactical or garrison area. A security plan has been established and implemented. An SOP has been developed and is present. Communications have been established with higher headquarters, supported units, adjacent units, and the base defense operations center (BDOC) or the installation emergency operations center (EOC). Personnel have been issued protective masks and clothing and are at MOPP2. A warning order has been received indicating high probability of a biological attack within the next 24 hours and directing increased readiness. A low flying OPFOR aircraft has flown over the area dispensing bomblet munitions that explode in the air with a "pop" dispensing a liquid substance. This task is always performed in MOPP4.

**TASK STANDARDS:** The alarm was sounded and all personnel took immediate action to assume MOPP4. Reports were rendered, casualties were isolated and treated, action was taken to identify the agent, security was reestablished, and essential critical missions resumed. The MOPP level is lowered when approved by appropriate authorities on the advice of technical experts and generally at no time prior to 4 hours after the attack.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>1. All personnel take immediate protective actions. (031-503-1008, 031-503-1015, 031-503-1019, 031-503-1025, 031-503-1026, 031-503-3008, 805C-PAD-2060)</p> <ul style="list-style-type: none"> <li>a. Assume MOPP4.</li> <li>b. Sound the alarm.</li> <li>c. Repulse or eliminate the delivery vehicle or weapons.</li> <li>d. Remove toxic agent from exposed skin.</li> <li>e. Reduce MOPP level when directed.</li> <li>f. Treat casualties.</li> </ul> <p>NOTE: See task 08-2-0003.12-0003 for casualty treatment procedures.</p> <ul style="list-style-type: none"> <li>g. Report casualties.</li> <li>h. Transport casualties.</li> </ul> <p>NOTE: See task 08-2-C316.12-C316 for procedures for transporting casualties.</p> <ul style="list-style-type: none"> <li>i. Observe other soldiers for symptoms of toxic exposure.</li> <li>j. Decontaminate essential supplies and equipment.</li> <li>k. Resume security duties.</li> <li>l. Report unexploded munitions, unusual occurrences such as the unexplained death of birds, animals, and insects and increased numbers of rodents and vectors.</li> </ul> <p>* 2. Commanders and leaders direct biological attack response actions. (031-503-1008, 031-503-1015, 031-503-1019, 031-503-1025, 031-503-3007, 031-503-3008, 031-503-4002, 04-5030.00-2017)</p> <ul style="list-style-type: none"> <li>a. Verify receipt of attack warning by all unit elements.</li> <li>b. Report attack information to subordinate, adjacent, and downwind units and the base cluster TOC or installation EOC.</li> <li>c. Maintain 24/7 manning of communications equipment.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>d. Direct collection, sampling, monitoring, and identification of toxic agent actions.</p> <p>e. Request outside NBC, medical, veterinarian, and other required support.</p> <p>f. Provide status reports to higher HQ/BDOC/emergency operations center (EOC) commander.</p> <p>g. Direct decontamination activities.</p> <p>h. Direct reorganization/battlefield consolidation activities.</p> <p>i. Inspect implementation of protective measures.</p> <p>* 3. Leaders supervise implementation of biological attack response actions. (031-503-1008, 031-503-1015, 031-503-1019, 031-503-1025, 031-503-1026, 031-503-3007, 031-503-3008, 031-503-4002, 031-507-1021, 04-5030.00-2017, 04-8310.00-3007, 081-831-1000, 081-831-1054, S1-5030.00-1010)</p> <p>a. Disseminate warning information.</p> <p>b. Isolate and treat casualties.</p> <p>c. Control access to and egress from collective shelters.</p> <p>d. Supervise decontamination activities.</p> <p>e. Wrap, mark, and isolate KIA.</p> <p>f. Prepare requests for medical, NBC, and veterinarian support.</p> <p>g. Restrict consumption of rations and water until verified safe.</p> <p>h. Implement restricted movement of vehicles and other equipment in the contaminated area.</p> <p>i. Conduct reorganization/battlefield consolidation functions.</p> <p>j. Inspect soldiers to assure proper implementation of protective measures.</p> <p>4. NBC Team reacts to the biological attack. (01-5060.02-0057, 031-503-1008, 031-503-1011, 031-503-1015, 031-503-1019, 031-503-1025, 031-503-1026, 031-503-3007, 031-503-3008, 031-503-4002, 031-507-1021, 04-5030.00-2017, S1-5030.00-1010)</p> <p>a. Monitor special NBC communication nets 24/7.</p> <p>b. Monitor detection equipment and material.</p> <p>c. Implement collection and sampling procedures.</p> <p>d. Request external support to identify toxic agent.</p> <p>e. Forward NBC 1 and NBC 3 reports.</p> <p>f. Mark contaminated areas.</p> <p>g. Provide technical advice and assistance on biological weapon protection.</p> <p>h. Supervise decontamination activities.</p> <p>i. Replenish NBC equipment and supplies.</p>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1M	2M	3M	4M	5M		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
01-5060.02-0057	Prepare and Disseminate NBC 1 Report	STP 21-II-MQS

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
031-503-1008	Protect Yourself From Chemical and Biological Injury/Contamination While Eliminating Body Waste When Wearing MOPP4	STP 21-1-SMCT
031-503-1011	Maintain Your M24 or M25-Series Protective Mask with Hood	STP 21-1-SMCT
031-503-1015	Protect Yourself and Others from NBC Injury/Contamination with the Appropriate Mission-Oriented Protective Posture (MOPP)	STP 21-1-SMCT
031-503-1019	React to Chemical or Biological Hazard/Attack	STP 21-1-SMCT
031-503-1025	Protect Yourself From Chemical and Biological Injury/Contamination Using Your M40 Protective Mask With Hood	STP 21-1-SMCT
031-503-1026	Maintain Your M40-Series Protective Mask with Hood	STP 21-1-SMCT
031-503-3007	Direct Preparation for Nuclear, Biological and Chemical (NBC) Attack	STP 21-24-SMCT
031-503-3008	Implement Mission-Oriented Protective Posture (MOPP)	STP 21-24-SMCT
031-503-4002	Supervise Unit for a Nuclear, Biological, and Chemical (NBC) Attack	STP 21-24-SMCT
031-507-1021	Mark NBC Contaminated Area	STP 3-54B2-SM
04-5030.00-2017	Prepare for Nuclear, Biological, or Chemical Attack	STP 21-II-MQS
04-8310.00-3007	Evaluate a Casualty	STP 21-I-MQS
081-831-1000	Evaluate a Casualty	STP 21-1-SMCT
081-831-1054	Transport Casualties	STP 21-1-SMCT
805C-PAD-2060	Report Casualties	STP 21-24-SMCT
S1-5030.00-1010	The NBC Warning and Reporting System	STP 21-I-MQS

**SUPPORTING COLLECTIVE TASKS: NONE****OPFOR TASKS AND STANDARDS**

**TASK:** Disrupt Enemy Operations Using Biological Weapons (12-OPFOR-1014)

**CONDITION:** OPFOR element delivers biological agents by artillery, aircraft, or other conventional or non-conventional means. Terrorist element delivers biological agent by aircraft or other conventional or non-conventional means.

**STANDARD:** 1. Deliver biological agents by surprise in selected enemy field or garrison location. 2. Contaminate enemy personnel, equipment, and supplies. 3. Inflict a modest rate of casualties on enemy forces.

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Prepare for a Nuclear Attack (03-3-C206.14-C206)  
 (FM 3-11-4) (FM 3-11-3)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit receives notice that a nuclear attack is probable and actions must be initiated to minimize casualties and damage. While conducting operations, the unit may encounter terrorist operations and hostile attempts to gain information about friendly forces. This task should not be trained in MOPP4.

**TASK STANDARDS:** Unit personnel hardened positions and equipment, and conducted continuous monitoring.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. Leaders and soldiers perform defensive preparation for a nuclear attack. (031-503-1018, 031-503-3007, 04-5030.00-2017) <ul style="list-style-type: none"> <li>a. Place vehicles and equipment for best terrain shielding (hill masses, slopes, culverts, depressions).</li> <li>b. Turn off and disconnect nonessential electronic equipment IAW unit SOP.</li> <li>c. Tie down essential antennas.</li> <li>d. Take down nonessential antenna leads IAW unit SOP or other guidance.</li> <li>e. Improve shelters with consideration for blast, thermal, and radiation effects.</li> <li>f. Zero dosimeters.</li> <li>g. Secure loose, flammable, explosive items, and food or water containers, to protect them from nuclear weapons effects.</li> <li>h. Take cover in hardened shelters, if available.</li> <li>i. Use field expedient shelters.</li> </ul> * 2. Leaders take additional actions consistent with the tactical situation. (031-503-1018, 031-503-3007) <ul style="list-style-type: none"> <li>a. Continue periodic monitoring.</li> <li>b. Report all dose rate and dosimeter readings to higher headquarters.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
031-503-1018	React to a Nuclear Hazard/Attack	STP 21-1-SMCT

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
031-503-3007	Direct Preparation for Nuclear, Biological and Chemical (NBC) Attack	STP 21-24-SMCT
04-5030.00-2017	Prepare for Nuclear, Biological, or Chemical Attack	STP 21-II-MQS

**SUPPORTING COLLECTIVE TASKS: NONE****OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FIN SPT TEAM  
 FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS

**TASK:** Respond to the Initial Effects of a Nuclear Attack (03-3-C223.14-C223)  
 (FM 3-11-4) (FM 3-11-3) (FM 3-11-5)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Unit personnel observe a brilliant flash of light and a mushroom-shaped cloud. The unit may or may not have received a warning. This task should not be trained in MOPP4.

**TASK STANDARDS:** Personnel took immediate actions to minimize their exposure to the initial effects of a nuclear detonation. The unit conducted damage control actions, reorganized, reestablished security and continued operations.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>1. All personnel take immediate protective actions in response to a nuclear attack without warning. (031-503-4003, 081-831-1005)</p> <ul style="list-style-type: none"> <li>a. Close eyes immediately.</li> <li>b. Drop to the ground in a prone position, with head toward blast, if possible. (If in the hatch of an armored vehicle, immediately drop down inside the track.)</li> <li>c. Keep head and face down and helmet on.</li> <li>d. Remain down until the blast wave passes and all debris stops falling.</li> </ul> <p>2. All personnel take immediate protective actions in response to a nuclear attack with warning.</p> <ul style="list-style-type: none"> <li>a. Identify the best available shelter (foxholes/inside shelters).</li> <li>b. Move to the shelter.</li> <li>c. Take actions to protect themselves from the blast and radiation.</li> <li>d. Keep clothing loosely fitted with headgear on at all times.</li> <li>e. Protect eyes and minimize exposed skin areas.</li> </ul> <p>* 3. Leaders reorganize the unit. (031-503-3006, 031-503-4003, 031-506-1051, 081-831-1005, 081-831-1007, 081-831-1016, 805C-PAD-2060)</p> <ul style="list-style-type: none"> <li>a. Ensure weapons systems are operational.</li> <li>b. Reestablish chain of command.</li> <li>c. Reestablish communications.</li> <li>d. Submit NBC 1 (Nuclear) report to higher HQ.</li> <li>e. Treat casualties.</li> </ul> <p>NOTE: See task 08-2-0003.14-0003 for casualty treatment procedures.</p> <ul style="list-style-type: none"> <li>f. Report casualties.</li> <li>g. Transport casualties.</li> </ul> <p>NOTE: See task 08-2-C316.14-C316 for procedures for transporting casualties.</p> <ul style="list-style-type: none"> <li>h. Evaluate facilities for protection from residual radiation.</li> <li>i. Implement continuous monitoring.</li> <li>j. Submit damage assessment to higher headquarters.</li> <li>k. Initiate area damage control plan as required.</li> <li>l. Extinguishes all fires before they spread out of control.</li> </ul> <p>4. Soldiers ensure weapon systems are operational.</p> <ul style="list-style-type: none"> <li>a. Field strip.</li> <li>b. Clean.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
c. Inspect for serviceability.  5. Soldiers right overturned vehicles a. Check loss of coolant, fuel, and battery fluids. b. Perform operators maintenance to restore moderately damaged vehicles to combat use.  6. All personnel improve cover (if applicable). a. Choose dense covering material. b. Cover in depth. c. Provide strong support. d. Cover as much of the opening as practical.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
031-503-3006	Supervise Radiation Monitoring Procedures	STP 21-24-SMCT
031-503-4003	Control Unit Radiation Exposure	STP 21-24-SMCT
031-506-1051	Record Data on DA Forms 1971-R or 1971-1-R	STP 3-54B2-SM
081-831-1005	Perform First Aid to Prevent or Control Shock	STP 21-1-SMCT
081-831-1007	Perform First Aid for Burns	STP 21-1-SMCT
081-831-1016	Put On a Field or Pressure Dressing	STP 21-1-SMCT
805C-PAD-2060	Report Casualties	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS**

**TASK:** Disrupt Enemy Movement and Operations Using Nuclear Weapons (14-OPFOR-1002)

**CONDITION:** Nuclear weapons, dirty radiological devices, or other non-conventional radiological weapons are employed against a troop concentration, key terrain, facility, or support area.

**STANDARD:** 1. Deliver weapon by surprise in selected enemy area. 2. Contaminate selected personnel, equipment, supplies, facilities, and terrain. 3. Destroy a modest amount of personnel, equipment, and supplies. 4. Deny enemy use of specified area. 5. Disrupt or delay movement of personnel and the use of equipment, supplies, and terrain.

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Respond to the Residual Effects of a Nuclear Attack (03-3-C222.14-C222)  
 (FM 3-11-5) (FM 3-11-3) (FM 3-11-4)

**ITERATION:** 1 2 3 4 5 M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Unit is located within a predicted fallout area. The mission does not allow movement from the predicted fallout area. While conducting operations, the unit may encounter terrorist operations and hostile attempts to gain information about friendly forces. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** The unit responds to the residual effects of a nuclear attack by taking actions to minimize personnel exposure to residual radiation; protecting equipment, material, and supplies; and monitoring the radiation exposure of personnel. At MOPP4, performance degradation factors increase preparation time.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander and key leaders develop a contingency plan. (031-503-3006, 04-5030.00-2007)</p> <ul style="list-style-type: none"> <li>a. Use guidance from higher HQ based on the mission and previous radiation exposure.</li> <li>b. Plan for rotation of individuals to minimize exposure.</li> <li>c. Designate personnel to monitor fallout.</li> </ul> <p>* 2. Officer in charge/noncommissioned officer in charge (OIC/NCOIC) prepares unit for fallout. (01-5030.00-1003, 01-5050.02-0019, 031-503-1018, 031-503-3006, 04-5030.00-2007, 04-5030.00-2020)</p> <ul style="list-style-type: none"> <li>a. Ensures individuals cover their nose and mouth with clean cloth; roll sleeves down; and wear gloves</li> </ul> <p>NOTE: Personnel may don protective mask or cover nose and mouth with clean cloth to reduce inhalation hazard. Personnel may don MOPP4 to reduce contamination from fallout.</p> <ul style="list-style-type: none"> <li>b. Covers equipment, munitions, petroleum-oils-lubricants (POL), food, and water containers or places them inside shelters or vehicles.</li> <li>c. Uses shelters, closed vehicles, or available shielding to protect personnel from fallout.</li> <li>d. Ensures continuous monitoring is maintained using available NBC detection and identification equipment.</li> </ul> <p>3. Designated personnel monitor fallout. (01-5030.00-1003, 01-5050.02-0019, 031-503-1018, 031-503-3006, 031-506-1051, 031-506-2010, 031-506-2015, 04-5030.00-2007, 04-5030.00-2020)</p> <ul style="list-style-type: none"> <li>a. Maintain total dose information using available total dose instruments.</li> <li>b. Ensure exposure is minimized while commander determines if relocation to a clean area is necessary or possible.</li> <li>c. Calculate optimum time of exit.</li> <li>d. Send NBC 4 reports to higher HQ, using secure means when possible.</li> <li>e. Treat casualties.</li> </ul> <p>NOTE: See task 08-2-0003.12-0003 for casualty treatment procedures.</p> <ul style="list-style-type: none"> <li>f. Report casualties.</li> <li>g. Transport casualties.</li> </ul> <p>NOTE: See task 08-2-C316.12-C316 for procedures for transporting casualties.</p>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

#### SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
01-5030.00-1003	Respond to a Nuclear Attack	STP 21-II-MQS
01-5050.02-0019	Defensive Measures Against Nuclear Weapons Effects	STP 21-I-MQS
031-503-1018	React to a Nuclear Hazard/Attack	STP 21-1-SMCT
031-503-3006	Supervise Radiation Monitoring Procedures	STP 21-24-SMCT
031-506-1051	Record Data on DA Forms 1971-R or 1971-1-R	STP 3-54B2-SM
031-506-2010	Calculate Time of Entry/Time of Stay for Fallout Areas	STP 3-54B2-SM
031-506-2015	Compute Total Dose for Fallout Area	STP 3-54B2-SM
04-5030.00-2007	Supervise Unit Response to Nuclear Attack or Radiological Hazard	STP 21-II-MQS
04-5030.00-2020	Supervise Nuclear, Biological, or Chemical Decontamination	STP 21-II-MQS
805C-PAD-2060	Report Casualties	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Conduct Operational Decontamination (03-3-C224.14-C224)  
 (FM 3-11-5) (FM 3-11-3) (FM 3-11-4)

**ITERATION:** 1M 2M 3M 4M 5M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is in a nuclear, biological, or chemical (NBC) contaminated area. Personnel are experiencing degraded combat effectiveness. Time and the tactical situation permit the unit to conduct military oriented protective posture (MOPP) gear exchange and vehicle wash down. Site security is established. Replacement MOPP gear for each soldier; all organic equipment (such as NBC detection, decon, and marking materials; pioneer tools; communications equipment; vehicles and supplies); and applicable field manuals (FM) are on hand or available. Decon unit support, decon site and link-up point locations are established. While conducting operations, the unit may encounter terrorist operations and hostile attempts to gain information about friendly forces. This task is always performed in MOPP4.

**TASK STANDARDS:** Unit personnel decontaminated individual gear and conducted MOPP gear exchange without sustaining additional casualties from NBC contamination. Personnel limited the contamination transfer hazard by removing gross chemical contamination on equipment, and minimized contamination on soldiers IAW FM 3-5. Radiological contamination was reduced to negligible risk levels. Chemical and biological contamination was reduced until it was safe to unmask.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>* 1. Commander establishes decontamination priorities. (031-503-1014, 031-503-3006, 031-503-3010)                             <ul style="list-style-type: none"> <li>a. Determines extent of contamination.</li> <li>b. Receives input from leaders/higher HQ.</li> <li>c. Establishes priorities of decontamination.</li> </ul> </li> <li>* 2. Commander and key leaders coordinate with higher HQ. (031-506-3001)                             <ul style="list-style-type: none"> <li>a. Obtain permission to conduct decontamination and obtain necessary support.</li> <li>b. Select link-up point to meet supporting units (supporting supply activity, power driven decon equipment crew, etc).</li> <li>c. Coordinate with supporting elements.</li> <li>d. Request replacement MOPP gear.</li> <li>e. Coordinate with supporting units to determine if they would also conduct a MOPP gear exchange.</li> </ul> </li> <li>* 3. Unit leaders and NBC personnel select a site to conduct the operation. (031-507-2038)                             <ul style="list-style-type: none"> <li>a. Establish area security.</li> <li>b. Ensure adequate overhead concealment.</li> <li>c. Ensure good drainage.</li> <li>d. Ensure easy access and exit (off the main routes).</li> <li>e. Ensure a nearby water source large enough to support the vehicle wash down and large enough to accommodate elements involved in the operational decontamination (100 square meters for both vehicle wash down and MOPP gear exchange sites).</li> </ul> </li> <li>4. Selected personnel coordinate for operational decon support. (01-5030.00-1007, 031-506-3001)</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>a. Request operational decon support.</p> <p>b. Notify higher HQ of the area for the operational decon.</p> <p>c. Establish communications with the decon element.</p> <p>d. Ensure that the decon element knows the locations of the link up and the selected decon site.</p> <p>e. Provide necessary information to the supporting unit, including:</p> <ol style="list-style-type: none"> <li>(1) Designation of the contaminated unit.</li> <li>(2) Location of the contaminated unit.</li> <li>(3) Frequency and call sign of the contaminated unit.</li> <li>(4) Time that the unit became contaminated.</li> <li>(5) Number of personnel for a MOPP gear exchange.</li> <li>(6) Number of vehicles and equipment, by type, that were contaminated.</li> <li>(7) Type of contamination.</li> <li>(8) Special requirements, such as a patient decontamination station, recovery assets, and a unit decontamination team.</li> </ol> <p>5. Unit personnel and personnel of supporting units move to decon site. (01-5030.00-1007)</p> <ol style="list-style-type: none"> <li>a. Meet at link up point as coordinated.</li> <li>b. Ensure contaminated unit provides security at both link up point and decon site.</li> </ol> <p>6. Designated personnel and personnel of supporting unit prepare for operational decontamination. (01-5030.00-1007, 031-506-3001)</p> <ol style="list-style-type: none"> <li>a. Set up the decon site. <ol style="list-style-type: none"> <li>(1) Supporting power-driven decontamination equipment (PDDE) crew sets up vehicle wash down site.</li> <li>(2) Contaminated unit personnel set up MOPP gear exchange site, no less than 50 meters upwind of the vehicle wash down site.</li> <li>(3) The remainder of the unit's personnel prepare their equipment for decon.</li> </ol> </li> <li>b. Accomplish actions in pre-decon area. <ol style="list-style-type: none"> <li>(1) Vehicle crews (except for operators) dismount.</li> <li>(2) Dismounted crews remove mud and camouflage from vehicles.</li> <li>(3) Separate vehicles and dismounted crews. <ol style="list-style-type: none"> <li>(a) Ensure vehicle operators are briefed (include use of overhead cover and concealment and the proper interval).</li> <li>(b) Ensure vehicles are buttoned up (all doors and other openings are closed or covered).</li> </ol> </li> <li>(4) Move vehicles, with operators, to the vehicle wash down site.</li> <li>(5) Move dismounted crews and all other soldiers in the contaminated unit to the MOPP gear exchange site.</li> </ol> </li> </ol> <p>* 7. The decon unit noncommissioned officer in charge (NCOIC) supervises operation of the vehicle wash down site (selected organizational personnel accomplish the wash down actions). (031-506-3001, 031-507-2038)</p> <ol style="list-style-type: none"> <li>a. Ensures vehicle operators maintain the proper interval between vehicles while processing through the wash down station.</li> <li>b. Ensures vehicles are washed properly. <ol style="list-style-type: none"> <li>(1) Start at top and work down.</li> <li>(2) Spray hot soapy water for two to three minutes per vehicle.</li> <li>(3) Monitor water consumption.</li> </ol> </li> <li>c. Ensures vehicles move to assembly area after vehicle wash down.</li> </ol> <p>8. Contaminated soldiers conduct MOPP gear exchange. (031-503-1007, 031-503-1023, 031-503-3009, 031-507-2038)</p>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>NOTE: Ensure supporting units have the opportunity to use the MOPP gear exchange site before proceeding.</p> <p>NOTE: Ensure the supporting decontamination unit cleans and marks the site and reports the area of contamination (using an NBC 5 report) to higher HQ.</p> <ol style="list-style-type: none"> <li>a. Prepare equipment decontamination station.</li> <li>b. Brief MOPP gear exchange participants on procedures to be followed.</li> <li>c. Place decontaminated individual equipment on a clear surface (plastics, poncho, or other similar material).</li> <li>d. Exchange MOPP gear.</li> <li>e. Move soldiers to the assembly area after completion of MOPP gear exchange.</li> <li>f. Ensure all personnel and equipment are accounted for after completion of the operational decontamination.</li> </ol> <p>* 9. Commander reports to higher HQ. (031-503-3006, 031-503-3010, 031-506-3001)</p> <ol style="list-style-type: none"> <li>a. Reports the completion and the location of the vehicle wash down and MOPP gear exchange.</li> <li>b. Requests permission to perform unmasking procedures if, through testing, the determination has been made that no agent is present.</li> <li>c. Determines the adequacy of decontamination and adjusts MOPP level as required.</li> </ol>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1M	2M	3M	4M	5M		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
01-5030.00-1007	Decontaminate Your Skin and Equipment	STP 21-I-MQS
031-503-1007	Decontaminate Your Skin and Personal Equipment Using an M258A1 Decontamination Kit	STP 21-1-SMCT
031-503-1014	Identify Chemical Agents Using M8 Detection Paper	STP 21-1-SMCT
031-503-1023	Protect Yourself from NBC Injury/Contamination When Changing MOPP Gear	STP 21-1-SMCT
031-503-3006	Supervise Radiation Monitoring Procedures	STP 21-24-SMCT
031-503-3009	Lead MOPP Gear Exchange	STP 21-24-SMCT
031-503-3010	Supervise Employment of Nuclear, Biological, or Chemical Markers	STP 21-24-SMCT
031-506-3001	Plan Decontamination Operations	STP 3-54B2-SM
031-507-2038	Control Contaminated Waste	STP 3-54B2-SM

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FIN SPT TEAM  
 FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS

**TASK:** Conduct Hasty Displacement (63-2-1023.14-1023)  
 (FM 7-20) (FM 3-0) (FM 3-11-4)  
 (FM 3-11-5) (TM 750-244-3)

**ITERATION:** 1 2 3 4 5 M (Circle)  
**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit has been directed to relocate to a new location. Threat force contact is estimated to occur within a specified period. Pre-engagement activities are complete. Threat force may arrive before displacement is completed. Indirect fire and smoke support was coordinated to cover displacement, if required. Initial displacement preparations were made during defense build-up. Destruction of supplies, documents, and equipment was coordinated with the higher HQ commander. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** Unit relocated within time specified in the order. No serviceable non-medical supplies, equipment, or recognizable documents of military value were left behind. Under MOPP4 conditions, displacement times are increased threefold.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander and leaders organize unit for hasty displacement. (071-326-0502, 071-326-3013, 071-326-5780, 071-328-5301, 071-410-0012, 158-300-0030A)</p> <ul style="list-style-type: none"> <li>a. Assemble soldiers at designated area.</li> <li>b. Brief hasty displacement procedures to soldiers.</li> <li>c. Assign elements tasks and responsibilities.</li> <li>d. Designate vehicles to transport casualties.</li> <li>e. Coordinate with area commander for possible aerial medical evacuation.</li> <li>f. Coordinate for indirect fire and smoke.</li> <li>g. Brief rear security party.</li> <li>h. Brief location of new assembly area and designated route.</li> </ul> <p>2. Soldiers prepare for hasty displacement.</p> <ul style="list-style-type: none"> <li>a. Dismantle tentage, antennas, and other essential equipment.</li> </ul> <p>NOTE: This performance measure executed with emphasis on speed rather than standard procedures.</p> <ul style="list-style-type: none"> <li>b. Load equipment IAW commander's guidance.</li> <li>c. Position vehicles for departure on notice.</li> </ul> <p>3. Designated personnel destroy nonmedical supplies, equipment, and documents. (301-336-3200)</p> <ul style="list-style-type: none"> <li>a. Destroy documents IAW tactical standing operating procedure (TSOP).</li> <li>b. Destroy supplies IAW appropriate TM and TSOP.</li> <li>c. Render equipment inoperative IAW appropriate TM.</li> </ul> <p>4. Soldiers depart area.</p> <ul style="list-style-type: none"> <li>a. Conduct orderly departure from area without excessive noises.</li> <li>b. Move elements to new assembly area via prescribed route.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
071-326-0502	Move Under Direct Fire	STP 21-1-SMCT
071-326-3013	Conduct a Tactical Road March	STP 21-24-SMCT
071-326-5780	Direct Platoon Sized Elements' Fire in the Defense	STP 21-1-SMCT
071-328-5301	Inspect Personnel/Equipment	STP 21-24-SMCT
071-410-0012	Conduct Occupation of an Assembly Area	STP 21-24-SMCT
158-300-0030A	Brief to Inform, Persuade, or Direct	STP 21-II-MQS
301-336-3200	Supervise Destruction of Classified Documents/Materials	STP 34-96B14-SM-TG

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Establish Support Site (14-7-4000)

(FM 3-90)  
 (FM 10-23)

(AR 190-11)  
 (FM 12-6)

(FM 10-1)  
 (FM 21-10)

**ITERATION:** 1 2 3 4 5 (Circle)  
**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit, with all its TOE personnel, equipment, ammunition, and supplies has arrived in an established support area from which it will provide support to units engaged in the full spectrum of operations. A base defense operations center (BDOC) is operational. The unit has been assigned responsibility for defense of a sector of the perimeter. The unit's quartering party arrived earlier, established preliminary contact with the BDOC, and designated tentative locations for the unit. Threat reinforced infantry squads and terrorists are operating in the area. BDOC, unit, and its higher headquarters (HQ) tactical standing operating procedures (TSOP) are present. Requests for support are being received from supported units. This task should not be trained in MOPP4.

**TASK STANDARDS:** The support facility, with its associated administrative and logistics areas, was emplaced IAW the TSOPs, within 6 hours or as prescribed, and commenced support activities.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander and key leaders supervise site establishment. (01-5700.01-0001, 04-1910.11-1001, 04-3304.01-0002, 113-571-1022)</p> <ul style="list-style-type: none"> <li>a. Approve positions for administrative, logistical, and support areas.</li> <li>b. Augment established site security.</li> <li>c. Establish communications with BDOC, higher HQ, adjacent and supported units.</li> <li>d. Initiate local defense planning.</li> <li>e. Designate vehicle parking areas.</li> <li>f. Supervise establishment of operational areas.</li> <li>g. Inspect emplacement activities, security, cover, concealment, and camouflage.</li> <li>h. Report status to BDOC, higher HQ, and supported units.</li> <li>i. Enforce safety procedures.</li> <li>j. Enforce environmental protection procedures.</li> </ul> <p>2. Soldiers establish administrative, logistical, equipment, and support areas. (03-5101.00-0282, 04-3304.01-0002, 052-191-1362)</p> <ul style="list-style-type: none"> <li>a. Set up tentage.</li> <li>b. Inspect existing buildings for suitability as tent substitutes.</li> <li>c. Improve existing buildings used in place of tentage.</li> <li>d. Emplace equipment.</li> <li>e. Camouflage tentage and equipment.</li> <li>f. Install communications and electrical connectivity.</li> <li>g. Establish personnel traffic routes.</li> <li>h. Post signs and other means to mark facilities.</li> <li>i. Harden facility to improve personnel security.</li> <li>j. Employ safety procedures.</li> <li>k. Employ environmental protection procedures.</li> </ul> <p>3. Designated personnel establish communications, computers, and power generating equipment. (03-3711.12-0001, 113-571-1022, 113-573-0002)</p>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>a. Coordinate communications plan with BDOC.                      b. Install communications, computers, and power equipment.                      c. Establish individual responsibility for each item of equipment.                      d. Man communications systems.                      e. Implement operations security measures.                      f. Report status to NCOIC.</p> <p>4. Designated NCOIC and soldiers set up field sanitation facilities. (081-831-0102)                      a. Determine approved locations away from mess, water, and troop sleeping areas.                      b. Construct field latrine.                      c. Position latrine supplies and equipment.                      d. Construct hand washing site.                      e. Establish shower point.                      f. Establish water point.                      g. Arrange for periodic inspection of facilities.                      h. Assign responsibility for facilities.</p> <p>5. Designated NCOIC and soldiers establish field feeding provisions. (03-5101.00-0015, 03-5105.00-0002)                      a. Receive meals ready to eat (MRE).                      b. Disseminate MREs.                      c. Establish secure storage for unused MREs.                      d. Provide potable water.                      e. Implement hot meal support.                      f. Provide waste disposal.</p> <p>6. Supply personnel establish supply site. (03-5101.00-0284, 03-5105.00-0002, 101-521-1156)                      a. Establish security for all supplies.                      b. Protect supplies from weather and other adverse conditions.                      c. Establish hardened ammunition storage facility.                      d. Implement 100 percent accountability for stored and in-use weapons.                      e. Complete supply documents and accountability records.                      f. Establish contact with support facilities.                      g. Inspect supply storage.                      h. Inspect weapon and ammunition maintenance.</p>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
01-5700.01-0001	Communicate on a Tactical Radio	STP 21-I-MQS
03-3711.12-0001	Implement Operations Security	STP 21-II-MQS

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
03-5101.00-0015	Determine Field Service Support Requirements	STP 10-92Y24-SM-TG
03-5101.00-0282	Direct the Storage of Unit Supplies, Weapons, Equipment, and Ammunition	STP 10-92Y24-SM-TG
03-5101.00-0284	Inspect Unit Supply Records	STP 21-II-MQS
03-5105.00-0002	Direct Field Feeding Operations	STP 21-II-MQS
04-1910.11-1001	Camouflage Self, Individual Equipment, and Position	STP 21-I-MQS
04-3304.01-0002	Conduct Inspection	STP 21-I-MQS
052-191-1362	Camouflage Equipment	STP 21-1-SMCT
081-831-0102	Supervise Unit Preventive Medicine and Field Sanitation Procedures	STP 21-24-SMCT
101-521-1156	Store Selected Supplies and Equipment in Unit Storage Areas	STP 10-92Y1-SM
113-571-1022	Perform Voice Communications	STP 21-1-SMCT
113-573-0002	Conduct Operations Security (OPSEC) Procedures	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE****OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 FINANCIAL OPERATIONS  
 FIN SPT TEAM  
 DISBURSING  
 DETACHMENT HEADQUARTERS

**TASK:** Conduct Finance Sustainment Operations (14-2-3803)  
 (FM 14-100) (AR 37-104-4)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The finance detachment (FD) is supporting forces engaged in military operations. The detachment section and teams are operating with automated systems. Documents are being received by transmittal letter (TLs) from units. The detachment elements are processing documents for input. Units require funding for the purchase of goods and services to sustain the combat mission/operation. The execution of contracts is necessary to obtain such items as transportation, maintenance, supply parts, class I supplements, construction, local hire, facilities, and laundry and bath operations (direct daily needs of the force). The detachment elements may be required to operate without automated coding system due to system failure or the tactical situation. The finance group (FG) has established a Designated Finance Support Activity (DFSA) as an input station at the theater rear. Units are forwarding miscellaneous pay documents by TLs to FD. FDs are forwarding floppy disks and documents for input or transmission to Defense Finance Accounting Service (DFAS) via finance battalion (FB). This task should not be trained in MOPP4.

**TASK STANDARDS:** Transactions were coded and verified daily. Commercial vendor transactions were processed within 24 hours for honorariums, gratuities, imprest funds, and solatiums. Commercial contracts were paid as specified in the contract.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Financial Operations senior NCO supervises finance operations. (805A-73C-3405, 805A-73D-1011)</p> <ul style="list-style-type: none"> <li>a. Maintains appropriate logs, files, and reports.</li> <li>b. Establishes procedures for accountability and disposition of all pay documents received in military pay operations.</li> <li>c. Establishes procedures for Defense Military Pay Office Standard Inquiry System/Defense Military Pay Office (DSIS/DMO) reports received for processing.</li> <li>d. Establishes procedures and controls for supporting the local procurement effort for daily needs of the force.</li> <li>e. Implements procedures to transfer duties of FD should services be retrograded.</li> <li>f. Verifies signature of certifying officer for solatium claims received from the Judge Advocate General (JAG).</li> <li>g. Coordinates commercial vendor services operations with supported units.</li> <li>h. Assigns input source codes to all internal or external activities for control of documents to be input.</li> </ul> <p>* 2. Financial Operations sergeant performs as Information Assurance Security Officer (IASO) for the team.</p> <ul style="list-style-type: none"> <li>a. Verifies daily upload and download of input system.</li> <li>b. Establishes IASO procedures to control the profiles/passwords for coders and verifiers assigned.</li> <li>c. Assigns input source codes to all internal or external activities.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>d. Verifies software upgrade packages are received from FB.</p> <p>3. Financial Operations personnel conduct comprehensive review of DSIS/DMO output. (805A-73C-3405, 805A-73C-3407, 805A-73C-4102)</p> <ul style="list-style-type: none"> <li>a. Perform review of all management notices prior to determination if collection action is required and prior to distribution to sections within the FD.</li> <li>b. Perform audit of all one time payments prior to forwarding for payment.</li> <li>c. Correct errors identified by reviews (i.e., in/out processing, expiration term of service (ETS), etc.).</li> <li>d. Process DSIS/DMO reports to support units or internal sections within the FD (i.e., Daily Register of Transactions (DROT), Leave and Earnings Statement (LES), Net Pay Advise (NPA), Unit Commander Finance Report (UCFR), etc.).</li> </ul> <p>4. Financial Operations personnel upload and download DMO input.</p> <ul style="list-style-type: none"> <li>a. Maintain administrative controls for all DMO computers and supporting documentation used for input.</li> <li>b. Request diskettes, listings, and documents from all finance support team (FST) for upload.</li> <li>c. Process data from diskettes to DFAS for update of Master Military Pay Account (MMPA).</li> <li>d. Download DFAS updates from report selection menu.</li> <li>e. Correct errors identified by system prior to release to DFAS (i.e., name, SSAN).</li> <li>f. Process all required substantiating documents with document transmittal listing prior to mailing to DFAS.</li> </ul> <p>5. Financial Operations personnel perform finance support operations. (805A-73C-1018, 805A-73C-1464, 805A-73C-3405, 805A-73C-3410)</p> <ul style="list-style-type: none"> <li>a. Verify pay change documents for accuracy and completeness.</li> <li>b. Code all pay change documents IAW Automated Data Systems Manual (ADSM).</li> <li>c. Process pay inquiries.</li> <li>d. Process combat, separations and reenlistment payments.</li> <li>e. Maintain absent without leave/dropped from the rolls (AWOL/DFR) file pay folders.</li> <li>f. Prepare death gratuity vouchers for foreign nationals' next-of-kin in country and non-foreign nationals.</li> <li>g. Perform in and out processing.</li> <li>h. Compute pay entitlements.</li> <li>i. Provide cashier services.</li> <li>j. Fund paying agents.</li> <li>k. Prepare and process vouchers for payment.</li> <li>l. Maintain signature card file.</li> <li>m. Provide copies of paid vouchers to the accountable officer.</li> </ul> <p>6. Financial Operations personnel process DD Form 1155 for small negotiated purchases. (805A-73C-4102, 805A-73D-1011)</p> <ul style="list-style-type: none"> <li>a. Determine purpose of DD Form 1155s.</li> <li>b. Verify DD Form 1155 with supporting documents.</li> <li>c. Maintain accountability of all DD Form 1155s paid by FD for short duration contracts, small purchases.</li> <li>d. Forward DD Form 1155s to FB/FG Commercial Accounts Branch.</li> <li>e. Maintain blanket purchase agreement (BPA) file as charge account for recurring type purchases.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>7. Financial Operations personnel process receiving inspection report on DD Form 1155. (805A-73D-1011)</p> <ul style="list-style-type: none"> <li>a. Verify inspection and acceptance is signed by authorized government agent.</li> <li>b. Verify quantity received with invoice.</li> <li>c. Verify discount terms are deducted from payment vouchers.</li> <li>d. Submit completed vouchers to FST for payment.</li> <li>e. Forward paid vouchers to FB or FG for input.</li> </ul> <p>8. Disbursing personnel process payment vouchers (SF 44s).</p> <ul style="list-style-type: none"> <li>a. Maintain SF 44 file.</li> <li>b. Audit SF 44s and documents for reimbursements of agents or for reduction of advances made.</li> <li>c. Process SF 44s and documents to reimburse or reduce cash advances to agents.</li> </ul> <p>9. Financial Operations personnel process permanent change of station/temporary duty (PCS/TDY) advances. (805A-73C-1026, 805A-73C-1028, 805A-73C-3407)</p> <ul style="list-style-type: none"> <li>a. Verify validity of orders.</li> <li>b. Prepare DD Form 1351 for payment.</li> <li>c. Submit completed copies to FST for payment.</li> <li>d. Forward paid copies to FB or FG for input.</li> </ul> <p>10. Financial Operations personnel perform finance support operations. (805A-73C-3405, 805A-73C-3410, 805A-73D-1011)</p> <ul style="list-style-type: none"> <li>a. Maintain control logs.</li> <li>b. Process claims, to include waivers of indebtedness and remission and cancellation of indebtedness.</li> <li>c. Receive and process miscellaneous pay documents.</li> <li>d. Maintain transmittal letter control.</li> <li>e. Review documents for input.</li> <li>f. Reconcile substantiating documents with Daily Transmittal List (DTL).</li> <li>g. Prepare documents for forwarding to designated input locations by performing batch and control functions.</li> <li>h. Forward documents to FB, FG, FINCOM or DFAS.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
805A-73C-1018	Prepare a Military Pay Voucher (DD Form 117)	STP 14-73C14-SM-TG
805A-73C-1026	Compute a Military PCS Travel Voucher	STP 14-73C14-SM-TG
805A-73C-1028	Compute a Military TDY Travel Voucher	STP 14-73C14-SM-TG

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
805A-73C-1464	Process a Pay Inquiry	STP 14-73C14-SM-TG
805A-73C-3405	Verify Military Pay Input	STP 14-73C14-SM-TG
805A-73C-3407	Audit Completed Travel Vouchers	STP 14-73C14-SM-TG
805A-73C-3410	Process Military Pay Reports	STP 14-73C14-SM-TG
805A-73C-4102	Safeguard Public Funds	STP 14-73C14-SM-TG
805A-73D-1011	Prepare Accounts Payable Vouchers	STP 14-73D14-SM-TG

**SUPPORTING COLLECTIVE TASKS: NONE****OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** DISBURSING  
 FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FINANCIAL OPERATIONS  
 FIN SPT TEAM

**TASK:** Perform Disbursing Operations (FD) (14-2-3801)  
 (AR 37-64) (FM 14-100)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** A request for finance support has been received. Finance support will be provided to units operating in or passing through the area. Funds are obtained from FG/FB disbursing activity. Soldiers and commercial vendors require cash and check payments. An allied unit is operating in the area and requires funding for the procurement of supplies and services. All technical standing operating procedures and necessary support agreements with allied forces are available. This task should not be trained in MOPP4.

**TASK STANDARDS:** Disbursing operations were performed in accordance with DODFMR Volume 5. Cash, negotiable instruments, paid vouchers and disbursing records were secured and maintained with 100 percent accountability.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>* 1. FD commander executes a supplemental agreement with the allied commander for the provision of the advance of funds. (805A-73C-4902)                             <ul style="list-style-type: none"> <li>a. Establishes controls to resolve operational difficulties and for advancing of funds in US or foreign currency as applicable.</li> <li>b. Requests clearance to issue advance to allied unit's disbursing officer from FG/FB commander (when feasible).</li> <li>c. Verifies that provisions for settlement are included in the supplemental agreement.</li> <li>d. Obtains roster of personnel if advance is for paying troops from allied commander.</li> </ul> </li> <li>* 2. Detachment commander/sergeant obtains public funds. (805A-73C-4902)                             <ul style="list-style-type: none"> <li>a. Verifies daily cash requirements in US or foreign currency.</li> <li>b. Requests funds (US or foreign, as needed) for official cash disbursements from designated depository, theater banking facility, FINCOM central funding section or FG/FB disbursing section as applicable.</li> </ul> </li> <li>* 3. Detachment commander/sergeant operates US treasury check operations. (805A-73C-1453, 805A-73C-4412, 805A-73C-4902)                             <ul style="list-style-type: none"> <li>a. Processes request for blank checks from FB disbursing activity.</li> <li>b. Establishes procedures to inventory checks when received and twice daily thereafter.</li> <li>c. Issues checks for payment of vouchers or in exchange for cash for deployed soldiers or replenish cash IAW technical SOPs.</li> <li>d. Reports voided, spoiled, canceled, undeliverable, lost, substituted, and forged checks to FB disbursing activity.</li> <li>e. Reports checks issued to FB disbursing activity.</li> </ul> </li> <li>* 4. Detachment commander/sergeant (Deputy) supervises disbursing operations. (805A-73C-4412)                             <ul style="list-style-type: none"> <li>a. Clears all cashiers daily.</li> </ul> </li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>b. Identifies requirements for advancing funds.</li> <li>c. Safeguards funds, negotiable instruments and documents.</li> <li>d. Supervises the destruction of funds in the event of an emergency.</li> <li>e. Supervises the maintenance of the check register.</li> <li>f. Supervises the maintenance of the Daily Agent Accountability Summary, DD Form 2665.</li> <li>g. Supervises the preparation of cash advances.</li> </ul> <p>* 5. Detachment commander/sergeant processes irregularities in the account. (805A-73C-4103, 805A-73C-4412)</p> <ul style="list-style-type: none"> <li>a. Reports physical losses to FB commander/disbursing activity.</li> <li>b. Verifies illegal, improper, or incorrect payments or procedures.</li> <li>c. Accounts for losses by exchange.</li> </ul> <p>6. Finance detachment personnel perform banking functions. (805A-73C-4412, 805A-73C-4902)</p> <p>NOTE: Performed when banking facilities are not available or when hostilities preclude the establishment of banking facilities.</p> <ul style="list-style-type: none"> <li>a. Maintain control over negotiable instruments to limit currency on the battlefield.</li> <li>b. Employ local command policy for check cashing.</li> <li>c. Sell US Treasury checks.</li> </ul> <p>7. Finance detachment personnel accept collections.</p> <ul style="list-style-type: none"> <li>a. Verify collection vouchers (DD Form 1131, DD Form 634, DD Form 707) for accuracy and completeness.</li> <li>b. Annotate collection voucher control log IAW DoDFMR Volume 5.</li> <li>c. Process collection vouchers.</li> <li>d. Obtain signature of detachment commander/sergeant (deputy) on collection vouchers.</li> <li>e. Verify total of collection voucher control log against the total of collections reported on Voucher Control Log, DD Form 2659.</li> </ul> <p>8. Finance detachment personnel make disbursements.</p> <ul style="list-style-type: none"> <li>a. Compare ID to voucher for payee.</li> <li>b. Process cash disbursements (including combat payments).</li> <li>c. Verify vouchers for required information, legibility, and accuracy.</li> <li>d. Balance out at the end of each business day.</li> <li>e. Process paid vouchers through the FB disbursing activity.</li> </ul> <p>9. Finance detachment personnel issue check payments. (805A-73C-4412)</p> <ul style="list-style-type: none"> <li>a. Compare check with voucher for payee, amount, and check number.</li> <li>b. Block checks for verification and signature.</li> <li>c. Process paid vouchers through the FB disbursing activity.</li> </ul> <p>10. Finance detachment personnel prepare all finance documents and records.</p> <ul style="list-style-type: none"> <li>a. Process SF 1081 for all advances.</li> <li>b. Maintain check register, DD Form 115.</li> <li>c. Maintain Daily Agent Accountability Summary, DD Form 2665.</li> <li>d. Maintain financial files.</li> <li>e. If operating as a separate Disbursing Station Symbol Number (DSSN): Maintain Daily Statement of Accountability, DD Form 2657.</li> </ul> <p>11. Finance detachment personnel assist with processing Enemy Prisoner of War (EPW) accounts.</p> <ul style="list-style-type: none"> <li>a. Process DD Form 1131 for confiscated EPW funds IAW technical SOPs.</li> </ul>		

<b>TASK STEPS AND PERFORMANCE MEASURES</b>	<b>GO</b>	<b>NO-GO</b>
b. Deposit unclaimed currency (US, foreign) in appropriate account IAW technical SOPs. c. Secure detainee's currency (US, foreign) or negotiable instruments. d. Initiate DA Form 3341-R for EPWs. e. Notify military intelligence battalion if large sums of allied or U.S. currency are confiscated. f. Process refund using SF 1049, with payment in cash. g. Clear appropriate account IAW technical SOPs.		

<b>TASK PERFORMANCE / EVALUATION SUMMARY BLOCK</b>							
<b>ITERATION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		<b>TOTAL</b>
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
805A-73C-1453	Enter Check Write Transactions	STP 14-73C14-SM-TG
805A-73C-4103	Process a Loss of Funds	STP 14-73C14-SM-TG
805A-73C-4412	Verify Prepared Treasury Checks	STP 14-73C14-SM-TG
805A-73C-4902	Perform Finance Detachment Operations	STP 14-73C14-SM-TG

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
DETACHMENT HEADQUARTERS

**TASK:** Maintain Unit Strength (12-6-3201.14-3201)  
(FM 12-6) (AR 600-8-1) (DA PAM 600-8-1)  
(FM 101-5) (FM 14-100)

**ITERATION:** 1 2 3 4 5 M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is deployed in support of units performing a combat mission. Casualties have occurred, and replacements are being provided. Tactical standing operating procedure (TSOP) is available. During replacement processing and reporting, the unit may encounter terrorist operations and hostile attempts to gain information about friendly forces. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** Unit strength, within plus or minus five percent, was known by the commander and reported to higher HQ. Replacements were processed within two hours of their arrival. At MOPP4, personnel and administrative support is reduced to minimum essential actions.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>* 1. Commander and leaders collect strength information from sections. (03-0170.01-1005, 805C-42F-1263)                             <ul style="list-style-type: none"> <li>a. Log Personnel Situation Report (PERSITREP) and other personnel information.</li> <li>b. Verify strength data.</li> <li>c. Correct erroneous or incomplete data.</li> </ul> </li> <li>2. Designated personnel process information. (03-0170.01-1005, 805C-42A-1255, 805C-42A-3474, 805C-42A-3495, 805C-75H-1266)                             <ul style="list-style-type: none"> <li>a. Consolidate personnel information.</li> <li>b. Determine critical shortages and cross-leveling requirements.</li> <li>c. Update personnel roster.</li> <li>d. Assign control numbers to DA Forms 1155 (Witness Statement), and 1156 (Casualty Feeder Report).</li> <li>e. Prepare strength reports.</li> </ul> </li> <li>* 3. Leaders process replacements. (03-0170.01-1005, 071-328-5301, 805C-42A-1206, 805C-42A-4014, 805C-42A-4043, 805C-42F-1263)                             <ul style="list-style-type: none"> <li>a. Conduct welcome/orientation briefing.</li> <li>b. Inspect for critical clothing and equipment shortages.</li> <li>c. Coordinate for issue of needed items.</li> <li>d. Perform administrative processing.</li> <li>e. Annotate personnel rosters.</li> <li>f. Orient replacements on duties and responsibilities.</li> </ul> </li> <li>* 4. Leaders disseminate strength information. (03-0170.01-1005, 071-328-5301, 158-300-0030A, 805C-42A-1206)                             <ul style="list-style-type: none"> <li>a. Brief commander on strength and replacement status.</li> <li>b. Forward Personnel Summary Report (PSR), Personnel Requirements Report (PRR), DA Forms 1155 and 1156 to supporting headquarters.</li> <li>c. Forward strength reports to higher headquarters.</li> <li>d. Inform subordinate sections of projected replacements.</li> </ul> </li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 5. Commander performs strength management functions. (158-300-0030A, 805C-42A-3474, 805C-42A-3495, 805C-42A-4014) a. Performs cross-leveling. b. Verifies combat-critical personnel requirements. c. Approves strength management reports. d. Spot-checks strength information processing. e. Briefs superiors on unit strength and replacement status.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
03-0170.01-1005	Perform Wartime Strength Accounting at Unit Level	STP 21-II-MQS
071-328-5301	Inspect Personnel/Equipment	STP 21-24-SMCT
158-300-0030A	Brief to Inform, Persuade, or Direct	STP 21-II-MQS
805C-42A-1206	Recommend Assignment of Soldier, Using Wartime Strength Reports	STP 12-42A12-SM
805C-42A-1255	Prepare Casualty Reports	STP 12-42A12-SM
805C-42A-3474	Review Casualty Reports	STP 12-42A35-SM-TG
805C-42A-3495	Review Wartime Strength Accounting/Reporting	STP 12-42A35-SM-TG
805C-42A-4014	Supervise Reassignment Processing	STP 12-42A35-SM-TG
805C-42A-4043	Conduct Replacement Operations	STP 12-42B-OFS
805C-42F-1263	Perform Unit Strength Reconciliations	STP 12-42F12-SM
805C-75H-1266	Process Casualty Reports	STP 12-75H12-SM

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Operate a Single-Channel Voice Radio Net (11-2-C302.14-C302)  
 (FM 24-18) (FM 20-3) (FM 24-1)  
 (FM 24-33) (FM 24-35) (FM 24-35-1)  
 (FM 3-11-4) (FM 3-11-5)

**ITERATION:** 1 2 3 4 5 M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Support operations are commencing. The unit area of operations is established. The signal operating instructions/signal supplemental instructions (SOI/SSI) and operations order (OPORD) are available. Coordination of support operations is conducted by radio, telephone, or messenger. Threat is conducting electronic warfare (EW) and is capable of locating stations with direction finding equipment. All supporting unit tactical standing operating procedure (TSOP) are available. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** Unit maintained uninterrupted 24-hour communications through one or more external means. At MOPP4, performance degradation factors increase time required to operate and maintain the unit communications system.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. Designated personnel operate the unit net control station (NCS). (01-5700.02-0001, 113-573-8006) <ul style="list-style-type: none"> <li>a. Open net IAW current SOI/SSI.</li> <li>b. Challenge all stations in net as required by the SOI/SSI.</li> <li>c. Control entry and departure of all stations.</li> <li>d. Correct all errors in net operating procedures.</li> <li>e. Enforce station and net restrictions.</li> <li>f. Monitor the net to detect errors in operating procedures.</li> <li>g. Correct errors in operating procedures.</li> <li>h. Enforce station listening silence as prescribed by OPORD or commander's directive.</li> <li>i. Lift radio listening silence as prescribed by OPORD or commander's directive.</li> <li>j. Complete transition to extend range of radio station within 15 minutes, if required.</li> <li>k. Remote radio station at least one kilometer, if required.</li> <li>l. Direct change of alternate frequency when SOI/SSI compromise of primary frequency is suspected.</li> <li>m. Close net IAW the SOI/SSI.</li> </ul> 2. Designated personnel transmit and receive messages over the radio net. (01-5700.01-0001, 01-5700.01-0002, 01-5700.01-0003, 113-571-1016, 113-572-4008, 113-572-5005, 113-572-6005) <ul style="list-style-type: none"> <li>a. Process messages by precedence, date/time group and IAW the TSOP.</li> <li>b. Process incoming messages without errors.</li> <li>c. Forward incoming messages to appropriate section.</li> <li>d. Check outgoing messages for completeness and readability.</li> <li>e. Employ approved radio-telephone procedures.</li> <li>f. Transmit messages IAW precedence, correct format, and prescribed text.</li> <li>g. Employ approved codes and brevity lists when transmitting the names of persons, places, and sensitive information.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
h. Encode all grid coordinates using the current SOI/SSI. i. Decode all grid coordinates using the current SOI/SSI. j. Transmit messages for no longer than 20 seconds. k. Employ lowest operational power setting consistent with operations requirements. l. Maintain station log. m. Troubleshoot radio set as necessary and within operator's capability. n. Correct faults (within operator's capability). o. Report uncorrectable faults to the supporting HQ for resolution.  3. Designated personnel maintain land communications. (01-5711.02-0001) a. Maintain wire communications between the unit command post (CP) and all sections. b. Maintain a hot loop between the detachment CP and sections, if switchboard is not available. c. Establish messenger runners when land communications are inoperative.  4. Designated personnel implement frequency modulation (FM) remedial electronic counter-countermeasures (ECCM). (113-573-6001, 113-573-7017) a. Identify if source of interference is internal or external by disconnecting the radio antenna. b. Continue to operate in an attempt to communicate through the jamming. c. Switch to high power on receiver transmitter (RT). d. Advise distant station to switch to high power. e. Relocate radio set (mobile units) to take advantage of terrain features to reduce the effects of jamming. f. Relocate the antenna to take advantage of terrain features to reduce the effects of jamming. g. Submit initial meaconing, intrusion, jamming, interference (MIJIFEEDER) report and voice template report to supporting HQ communications branch. h. Reroute message traffic using alternate means of communications, such as relay (through another station), amplitude modulation (AM), or wire. i. Request (using alternate means) that the net change to a backup frequency.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

Task Number	Task Title	References
01-5700.01-0001	Communicate on a Tactical Radio	STP 21-I-MQS
01-5700.01-0002	Determine Call Signs, Frequencies, and Item Numbers	STP 21-I-MQS
01-5700.01-0003	Employ a Numeral Cipher Authentication System	STP 21-I-MQS

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
01-5700.02-0001	Enforce Platoon and Company Communications Security Measures	STP 21-II-MQS
01-5711.02-0001	Install Hot Loop w/Telephone TA-312/PT	STP 21-II-MQS
113-571-1016	Send a Radio Message	STP 21-1-SMCT
113-572-4008	Transmit a Voice United States Message Text Format (USMTF) Message	STP 21-24-SMCT
113-572-5005	Receive a Voice United States Message Text Format (USMTF) Message	STP 21-24-SMCT
113-572-6005	Write a United States Message Text Format (USMTF) Message	STP 21-24-SMCT
113-573-6001	Recognize Electronic Countermeasures and Implement Electronic Countermeasures	STP 21-24-SMCT
113-573-7017	Prepare/Submit MIJIFEEDER Voice Template Message Report	STP 21-24-SMCT
113-573-8006	Use an Automated Signal Operation Instruction (SOI)	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE****OPFOR TASKS AND STANDARDS**

**TASK:** Conduct Electronic Warfare (14-OPFOR-1012)

**CONDITION:** OPFOR and other hostile elements, to include terrorists, monitor enemy communications means to identify communications being used and their locations; to collect operational information; and when directed, disrupt or destroy enemy communications capabilities.

**STANDARD:** 1. Identify enemy conventional communications capabilities including radio, wire, and automation systems/internet sites and linkages. 2. Determine the location of primary equipment. 3. Monitor transmissions. 4. Collect and record information. 5. Jam, hack or employ other means to disrupt or destroy enemy communications on order and to the level of intensity directed. 6. Assess the effectiveness of disruption and destruction activities.

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Perform Operator-Level Maintenance Operations (43-2-R002.14-R002)  
 (FM 4-30.3) (AR 700-138) (DA PAM 738-750)  
 (FM 3-11-4) (FM 3-11-5)

**ITERATION:** 1 2 3 4 5 (Circle)  
**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Unit is receiving requests from sections for maintenance support. Equipment may be inoperative and require unit-level maintenance. The unit is not authorized a maintenance section or mechanics. It is dependent upon another unit for equipment maintenance. Maintenance is a continuous task and is performed simultaneously with other internal support tasks. Appropriate technical manuals (TM) are available. The unit commander has developed a maintenance plan. This task should not be trained in MOPP4.

**TASK STANDARDS:** Unit vehicles and equipment were maintained IAW appropriate TM, tactical standing operating procedures (TSOP), and the commander's guidance.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander or designated representative directs maintenance program. (01-4965.90-0001, 03-4976.90-0501)</p> <ul style="list-style-type: none"> <li>a. Appoints a motor officer/NCO.</li> <li>b. Schedules unit maintenance.</li> <li>c. Monitors implementation of unit maintenance program for compliance with the TSOP and commander's guidance.</li> <li>d. Spot checks unit vehicles for operability and cleanliness.</li> <li>e. Identifies unit operational readiness levels by reviewing vehicle and equipment status reports.</li> <li>f. Oversees motor stables.</li> <li>g. Approves use of controlled exchange when required repair parts are not available.</li> <li>h. Approves repairs using battle damage assessment report (BDAR) procedures when established repair procedures cannot be used.</li> <li>i. Coordinates maintenance assistance with supporting unit maintenance section.</li> <li>j. Checks materiel condition status report (MCSR) for accuracy and completeness.</li> <li>k. Identifies current or anticipated maintenance problems to minimize their impact on unit readiness.</li> <li>l. Coordinates resolution of maintenance problems with supply personnel, supporting maintenance unit and the higher HQ.</li> <li>m. Forwards MCSRs to higher HQ.</li> </ul> <p>* 2. Section leaders supervise operator maintenance. (03-4966.90-0010, 03-5101.00-0283)</p> <ul style="list-style-type: none"> <li>a. Ensure that vehicles and equipment are made available for maintenance and service.</li> <li>b. Monitor performance of preventive maintenance checks and services (PMCS) to ensure compliance with appropriate TMs and the commander's guidance.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>c. Inspect vehicles, weapons, and equipment to ensure correct PMCS procedures by operators.</p> <p>d. Enforce before, during, and after operations checks by operators.</p> <p>e. Monitor repair parts supply for element's equipment to ensure repair parts are on order.</p> <p>f. Request approval for BDAR from commander.</p> <p>g. Maintain maintenance status of vehicles, weapons, and equipment.</p> <p>h. Provide input for MCSR to the unit commander.</p> <p>3. Unit personnel perform operator maintenance. (03-4966.90-0010)</p> <p>a. Perform PMCS IAW the appropriate TM.</p> <p>b. Notify section leader of maintenance problems beyond operator's capabilities.</p> <p>c. Request approval for BDAR through element leader.</p> <p>d. Perform BDAR IAW appropriate BDAR manual.</p> <p>e. Assist maintenance team with repairs and services.</p> <p>4. Assigned operators perform preventive maintenance. (03-4966.90-0010, 03-5101.00-0283)</p> <p>a. Use operator's manual to perform PMCS.</p> <p>b. Correct minor deficiencies as outlined in operator's manual.</p> <p>c. Enter vehicle and equipment status on equipment inspection and maintenance worksheet (EIMW) daily.</p> <p>d. Inform supervisor or motor NCO of deficiencies above operator capability and enter deficiency on EIMW.</p> <p>e. Help motor NCO in preparation of vehicles for evacuation to support maintenance.</p> <p>f. Perform BDAR IAW appropriate manual.</p> <p>* 5. Unit leaders conduct transactions with the supporting organizational maintenance element. (01-4965.90-0001, 03-4966.90-0010)</p> <p>a. Identify category of maintenance.</p> <p>b. Request on-site repair.</p> <p>c. Correct all operator-level maintenance deficiencies.</p> <p>d. Prepare required documents for submission to supporting direct support (DS) maintenance unit for equipment not repairable by organizational maintenance.</p> <p>e. Evacuate equipment not repairable by supporting organizational maintenance element to supporting DS maintenance for repair.</p> <p>f. Verify completion of repairs.</p> <p>g. Pick up equipment upon completion of repairs and services.</p>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
01-4965.90-0001	Supervise Unit Maintenance Operations	STP 21-II-MQS
03-4966.90-0010	Supervise Preventive Maintenance Checks and Services	STP 21-II-MQS
03-4976.90-0501	Prepare a Material Condition Status Report	STP 21-II-MQS
03-5101.00-0283	Supervise the Maintenance of Unit Prescribed Load List	STP 21-II-MQS

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Treat Casualties (08-2-0003.14-0003)

- |              |              |               |
|--------------|--------------|---------------|
| (FM 4-25.11) | (AR 600-8-1) | (FM 3-0)      |
| (FM 3-07)    | (FM 3-11.21) | (FM 3-11-4)   |
| (FM 3-11-5)  | (FM 4-02)    | (FM 4-02.283) |
| (FM 4-02.6)  | (FM 4-02.7)  | (FM 8-10-26)  |
| (FM 8-10-6)  | (FM 8-284)   | (FM 8-285)    |
| (FM 8-42)    | (FM 8-55)    | (FM 8-9)      |

**ITERATION:** 1 2 3 4 5 M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit has sustained casualties. The unit has no organic medical treatment personnel. Threat force contact has been broken. Soldiers have been wounded and may have chemical contamination or non-battle injuries. Some unit members have been assigned the additional duty of combat lifesavers. Medical treatment personnel have been requested but have not yet arrived. Unit personnel are performing first aid (self-aid/buddy-aid) treatment and combat lifesavers are providing enhanced first aid treatment until medical treatment personnel arrive. This task is performed simultaneously with other reorganization tasks. Higher HQ tactical standing operating procedure (TSOP) and operations order (OPORD) are available. Field-expedient and natural shelters are available. While treating casualties, the unit may encounter terrorist operations and hostile attempts to gain information about friendly forces.

NOTE: This task should not be trained in MOPP4 except when treating NBC casualties. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** Unit personnel provided first aid treatment for casualties in accordance with (IAW) FM 4-25-11, FM 8-285, and combat lifesaver certification standards. At MOPP4, performance degradation factors increase casualty treatment times and limit the type of treatment provided.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Commander and leaders supervise first aid treatment of casualties. (081-831-1000, 081-831-1047, 081-831-1055, 113-571-1022, 113-600-2001, 113-637-2001, 805C-PAD-2060) <ul style="list-style-type: none"> <li>a. Establish site security.</li> <li>b. Implement treatment plan.</li> <li>c. Monitor treatment for compliance with FM 4-25.11 and to ensure all casualties are treated.</li> <li>d. Direct employment of combat lifesavers to treat casualties.</li> <li>e. Report casualties, as required.</li> <li>f. Coordinate replenishment of Class VIII supplies with appropriate agency IAW the TSOP.</li> <li>g. Direct distribution of Class VIII supplies and equipment IAW the TSOP.</li> <li>h. Enforce quality control procedures for Class VIII items.</li> </ul> 2. Soldiers survey casualties. (081-831-1000) <ul style="list-style-type: none"> <li>a. Check casualty for responsiveness.</li> <li>b. Check for breathing.</li> <li>c. Check for pulse.</li> <li>d. Check for bleeding.</li> <li>e. Check for shock.</li> <li>f. Check for fractures.</li> <li>g. Check for burns.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>h. Check for possible head injury.</p> <p>3. Soldiers administer lifesaving first aid treatment. (081-831-1003, 081-831-1042)</p> <ul style="list-style-type: none"> <li>a. Clear all objects from throat of casualty.</li> <li>b. Open the airway using the head-tilt/chin-lift method.</li> </ul> <p>NOTE: Do not use head-tilt/chin-lift method if casualty has a neck or severe head injury.</p> <ul style="list-style-type: none"> <li>c. If casualty has a neck or severe head injury, open the airway using the jaw-thrust method.</li> <li>d. Perform mouth-to-mouth resuscitation.</li> </ul> <p>4. Soldiers control bleeding. (081-831-1025, 081-831-1026, 081-831-1032, 081-831-1033)</p> <ul style="list-style-type: none"> <li>a. Apply manual direct pressure to wound.</li> <li>b. Elevate extremities.</li> <li>c. Apply pressure dressing and bandages.</li> <li>d. Apply tourniquet as last resort.</li> </ul> <p>5. Soldiers dress wounds. (081-831-1025, 081-831-1026, 081-831-1032, 081-831-1033)</p> <ul style="list-style-type: none"> <li>a. Apply occlusive dressing to an open chest wound, if possible.</li> <li>b. Apply dressing to an open abdominal wound.</li> <li>c. Apply dressing to an open head wound.</li> </ul> <p>6. Soldiers splint suspected fractures. (081-831-1034)</p> <ul style="list-style-type: none"> <li>a. Employ available materials to splint injury.</li> <li>b. Splint fracture in position found.</li> <li>c. Restrict movement of extremities.</li> <li>d. Check circulation for impairment.</li> </ul> <p>7. Soldiers provide first-aid treatment to casualties with burns. (081-831-1007)</p> <ul style="list-style-type: none"> <li>a. Extinguish thermal burn agent(s).</li> <li>b. Remove chemical burn agent(s).</li> <li>c. Eliminate electrical burn source.</li> <li>d. Uncover burn unless stuck to clothing or a chemical environment exists.</li> <li>e. Apply field dressing.</li> </ul> <p>8. Soldiers provide first-aid treatment for environmental injuries. (081-831-1008, 081-831-1045)</p> <ul style="list-style-type: none"> <li>a. Administer first aid for heat injury.</li> <li>b. Administer first aid for cold weather injury.</li> </ul> <p>9. Soldiers provide first-aid treatment for chemical casualties. (031-503-1019, 081-831-1044, 081-831-1053, 081-831-9000)</p> <ul style="list-style-type: none"> <li>a. Take immediate protective steps to protect self and warn others.</li> <li>b. Segregate casualties.</li> <li>c. Protect casualty from further contamination.</li> <li>d. Administer nerve agent antidote for chemical casualties.</li> <li>e. Decontaminate casualty, if necessary.</li> </ul> <p>10. Soldiers prevent shock. (081-831-1005)</p> <ul style="list-style-type: none"> <li>a. Position casualty in the correct anti-shock position.</li> <li>b. Loosen clothing and equipment.</li> <li>c. Prevent casualty from chilling or overheating.</li> <li>d. Calm casualty by reassuring him.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
11. Combat lifesavers perform advanced first-aid treatment. (081-831-1000, 081-831-1003, 081-831-1005, 081-831-1007, 081-831-1008, 081-831-1044, 081-831-1045, 081-831-1055) <ol style="list-style-type: none"> <li>Evaluate casualty for condition and type treatment needed.</li> <li>Measure casualty's vital signs.</li> <li>Insert oropharyngeal airway in an unconscious casualty.</li> <li>Apply splint to a fractured limb.</li> <li>Administer first aid to chemical agent casualties.</li> <li>Initiate an intravenous infusion for hypovolemic shock.</li> <li>Identify environmental injuries.</li> <li>Treat environmental injuries.</li> <li>Manage battle fatigue casualties.</li> </ol>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

#### SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
031-503-1019	React to Chemical or Biological Hazard/Attack	STP 21-1-SMCT
081-831-1000	Evaluate a Casualty	STP 21-1-SMCT
081-831-1003	Perform First Aid to Clear an Object Stuck in the Throat of a Conscious Casualty	STP 21-1-SMCT
081-831-1005	Perform First Aid to Prevent or Control Shock	STP 21-1-SMCT
081-831-1007	Perform First Aid for Burns	STP 21-1-SMCT
081-831-1008	Perform First Aid for Heat Injuries	STP 21-1-SMCT
081-831-1025	Perform First Aid for an Open Abdominal Wound	STP 21-1-SMCT
081-831-1026	Perform First Aid for an Open Chest Wound	STP 21-1-SMCT
081-831-1032	Perform First Aid for Bleeding of an Extremity	STP 21-1-SMCT
081-831-1033	Perform First Aid for an Open Head Wound	STP 21-1-SMCT
081-831-1034	Perform First Aid for a Suspected Fracture	STP 21-1-SMCT
081-831-1042	Perform Mouth-To-Mouth Resuscitation	STP 21-1-SMCT
081-831-1044	Perform First Aid for Nerve Agent Injury	STP 8-91W15-SM-TG
081-831-1045	Perform First Aid for Cold Injuries	STP 8-91W15-SM-TG
081-831-1047	Supervise the Implementation of Preventive Medicine Policies	STP 21-1-SMCT
081-831-1053	Practice Individual Preventive Medicine Countermeasures	STP 21-1-SMCT
081-831-1055	Ensure Unit Combat Lifesaver Requirements Are Met	STP 21-1-SMCT
081-831-9000	Implement Preventive Medicine Measures (PMM)	STP 21-1-SMCT
113-571-1022	Perform Voice Communications	STP 21-1-SMCT
113-600-2001	Communicate Via a Tactical Telephone	STP 21-1-SMCT

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
113-637-2001	Communicate Via a Tactical Radio in a Secure Net	STP 21-1-SMCT
805C-PAD-2060	Report Casualties	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Transport Casualties (08-2-C316.14-C316)  
 (FM 8-10-6) (AR 385-10) (AR 600-8-1)  
 (FM 12-6) (FM 3-0) (FM 3-07)  
 (FM 3-100-4) (FM 3-11.21) (FM 3-11-4)  
 (FM 3-11-5) (FM 4-02) (FM 4-02.6)  
 (FM 4-02.7) (FM 4-25.11) (FM 8-10-26)  
 (FM 8-285) (FM 8-42) (FM 8-55)  
 (FM 8-9)

**ITERATION:** 1 2 3 4 5 M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Unit personnel are wounded and some may be chemically contaminated. The unit has no organic medical treatment personnel. Threat force contact has been broken. Unit defenses have been reorganized. Casualties are transported from defensive positions to designated casualty collection points. All methods of transport are employed. Some wounded enemy prisoners of war (EPW) casualties may require transport. This task is performed simultaneously with other reorganization tasks. The tactical standing operating procedures (TSOP) and higher HQ operations order (OPORD) are available. Simplified collective protection equipment (SCPE) is on hand and/or field-expedient and natural shelters are available. While transporting casualties, the unit may encounter terrorist operations and hostile attempts to gain information about friendly forces. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** Casualties were transported as soon as the tactical situation permitted in accordance with (IAW) TSOP, OPORD, and field manual (FM) 8-10-6. At MOPP4, performance degradation factors increase time required to transport casualties.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Commander and leaders supervise transport of casualties. (113-571-1022, 113-600-2001, 113-637-2001, 805C-PAD-2060) <ul style="list-style-type: none"> <li>a. Monitor casualty transport operations for compliance with FM 8-10-6 and TSOP.</li> <li>b. Identify location of casualty collection points.</li> <li>c. Identify transport requirements.</li> <li>d. Designate organizational personnel to participate in preparation for transport.</li> <li>e. Supervise preparation of casualties for transport.</li> <li>f. Coordinate transport of casualties from unit area with higher HQ.</li> <li>g. Coordinate security requirements for the pickup site with sub-elements and higher HQ.</li> <li>h. Disseminate transport information to unit personnel.</li> <li>i. Forward casualty feeder reports and witness statements to servicing personnel activity and higher HQ, as needed.</li> <li>j. Enforce safety procedures.</li> <li>k. Enforce environmental protection procedures.</li> </ul> 2. Designated personnel prepare casualties for transport. (113-571-1022, 113-600-2001, 113-637-2001, 805C-PAD-2060) <ul style="list-style-type: none"> <li>a. Provide first aid treatment to casualties.</li> <li>b. Report casualties, as required.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>c. Collect classified documents such as signal operating instructions (SOI), maps, overlays, and key lists.</li> <li>d. Secure custody of organizational equipment.</li> <li>e. Forward casualty feeder reports to HQ section.</li> </ul> <p>3. Designated personnel transport casualties to collection points using manual carries. (081-831-1046, 081-831-1054)</p> <ul style="list-style-type: none"> <li>a. Select type of movement appropriate to situation and injury.</li> <li>b. Transport casualty without causing further injury.</li> </ul> <p>4. Designated personnel transport casualties to casualty collection points using litter carries. (081-831-1046, 081-831-1054)</p> <ul style="list-style-type: none"> <li>a. Identify litter team(s).</li> <li>b. Construct improvised litter from available material, as required.</li> <li>c. Secure casualty on litter.</li> <li>d. Transport casualty without causing further injury.</li> </ul> <p>5. Designated personnel transport casualties to a medical treatment facility (MTF) using available vehicles. (081-831-1046, 081-831-1054)</p> <ul style="list-style-type: none"> <li>a. Load maximum number of casualties with the most seriously injured last.</li> <li>b. Secure casualties in vehicle.</li> <li>c. Transport casualties without causing further injury.</li> </ul> <p>* 6. Commander and leaders request medical evacuation (MEDEVAC). (081-831-0101, 113-571-1022, 113-600-2001, 113-637-2001)</p> <ul style="list-style-type: none"> <li>a. Transmit request.</li> <li>b. Select landing site which provides sufficient space for helicopter hover, landing, and takeoff.</li> <li>c. Direct the removal of all dangerous objects likely to be blown about prior to aircraft arrival.</li> <li>d. Establish security of landing site.</li> <li>e. Ensure landing zone is appropriately marked (light sets, smoke, etc.), if required.</li> </ul> <p>7. Soldiers assist in loading ambulance. (081-831-1046, 081-831-1054)</p> <ul style="list-style-type: none"> <li>a. Employ proper carrying and loading techniques.</li> <li>b. Load casualties in the sequence directed by crew.</li> <li>c. Load casualties without causing unnecessary discomfort or further injury.</li> <li>d. Employ safety procedures.</li> <li>e. Employ environmental protection procedures.</li> </ul> <p>8. Designated personnel transport chemically contaminated casualties. (031-503-1015, 031-503-1023, 031-503-1035, 031-503-3008, 081-831-1046, 081-831-1054)</p> <ul style="list-style-type: none"> <li>a. Assume MOPP4.</li> <li>b. Mark contaminated casualties.</li> <li>c. Notify supporting medical element that contaminated casualties are enroute to their location.</li> <li>d. Transport casualties directly to a designated decontamination and treatment station.</li> <li>e. Protect casualties from further contamination during transport.</li> </ul> <p>9. Designated personnel transport EPW casualties. (081-831-1046, 081-831-1054, 191-377-5250)</p> <ul style="list-style-type: none"> <li>a. Maintain security of EPW casualties.</li> </ul>		

<b>TASK STEPS AND PERFORMANCE MEASURES</b>	<b>GO</b>	<b>NO-GO</b>
b. Search EPW casualties for weapons, documents, and ordnance prior to evacuation.		
c. Transport EPW casualties IAW Geneva Convention agreements.		

<b>TASK PERFORMANCE / EVALUATION SUMMARY BLOCK</b>							
<b>ITERATION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>M</b>	<b>TOTAL</b>
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

### **SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
031-503-1015	Protect Yourself and Others from NBC Injury/Contamination with the Appropriate Mission-Oriented Protective Posture (MOPP)	STP 21-1-SMCT
031-503-1023	Protect Yourself from Nuclear, Biological, and Chemical (NBC) Injury/Contamination When Changing Mission-Oriented Protective Posture (MOPP) Gear	STP 21-1-SMCT
031-503-1035	Protect Yourself from Chemical/Biological Contamination Using Your Assigned Protective Mask	MOS E 54B 1
031-503-3008	Implement Mission-Oriented Protective Posture (MOPP)	STP 21-24-SMCT
081-831-0101	Request Medical Evacuation	STP 21-24-SMCT
081-831-1046	Transport a Casualty	STP 21-1-SMCT
081-831-1054	Transport Casualties	STP 21-1-SMCT
113-571-1022	Perform Voice Communications	STP 21-1-SMCT
113-600-2001	Communicate Via a Tactical Telephone	STP 21-1-SMCT
113-637-2001	Communicate Via a Tactical Radio in a Secure Net	STP 21-1-SMCT
191-377-5250	Handle Enemy Personnel and Equipment	STP 21-24-SMCT
805C-PAD-2060	Report Casualties	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FIN SPT TEAM  
 FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS

**TASK:** Process Enemy Prisoners of War (19-3-3106.14-3106)  
 (FM 19-40) (FM 100-15) (FM 19-4)  
 (FM 21-75) (FM 27-10) (FM 3-11-4)  
 (FM 3-11-5)

**ITERATION:** 1 2 3 4 5 (Circle)  
**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Enemy soldiers are surrendering or being captured. The unit is supporting forces conducting tactical operations. Military police (MP) have established an enemy prisoners of war (EPW) collection point in the support area. Supporting HQ tactical standing operating procedures (TSOP) and operations order (OPORD) are available. While processing enemy prisoners, the unit may encounter terrorist operations and hostile attempts to gain information about friendly forces. This task should not be trained in MOPP4.

**TASK STANDARDS:** Unit evacuated EPWs to the designated holding area within the time prescribed in the TSOP and/or supporting HQ directives.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Unit commander and leaders supervise EPW processing in the unit area. (03-3711.13-0001, 03-3751.01-0101, 071-331-0802, 191-377-5250, 191-379-4450, 301-371-1200)</p> <ul style="list-style-type: none"> <li>a. Disseminate designated EPW collection point(s) locations to all sections.</li> <li>b. Coordinate disposition of EPW with the supporting HQ headquarters before transporting to the rear.</li> <li>c. Monitor processing procedures to ensure compliance with the TSOP and current intelligence summary (INTSUM).</li> </ul> <p>2. Soldiers search EPWs. (03-3711.13-0001, 03-3751.01-0101, 071-331-0802, 191-377-5250, 191-379-4450, 301-371-1200)</p> <ul style="list-style-type: none"> <li>a. Confiscate all weapons and documents.</li> <li>b. Return personal items of no military intelligence value, i.e., mess kit (minus knife), protective mask, photos, etc.</li> <li>c. Provide EPW a receipt for personal items impounded, i.e., money, watches, rings, etc.</li> <li>d. Tag each EPW and each item removed with date/time group, location of capture, capturing unit, and circumstances of capture.</li> </ul> <p>3. Soldiers segregate EPWs. (03-3711.13-0001, 03-3751.01-0101, 071-331-0802, 191-377-5250, 191-379-4450, 301-371-1200)</p> <ul style="list-style-type: none"> <li>a. Segregate EPWs by rank, sex, deserters, civilians, nationality, and ideology, when possible.</li> <li>b. Treat EPW casualties.</li> </ul> <p>NOTE: See task 08-2-0003.14-0003 for detailed treatment procedures.</p> <ul style="list-style-type: none"> <li>c. Transport EPW casualties.</li> </ul> <p>NOTE: See task 08-2-R316.14-R316 for detailed procedures for transporting casualties.</p> <p>4. Soldiers silence EPWs. (03-3711.13-0001, 03-3751.01-0101, 071-331-0802, 191-377-5250, 191-379-4450, 301-371-1200)</p> <ul style="list-style-type: none"> <li>a. Prevent EPW leaders from giving orders.</li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
b. Prevent communications between captured personnel. c. Conduct no conversations in front of enemy prisoners except to issue orders and maintain discipline.  5. Soldiers transport EPWs to the rear. (03-3711.13-0001, 03-3751.01-0101, 071-331-0802, 191-377-5250, 191-379-4450, 301-371-1200) a. Remove EPWs from dangers of the immediate battle area. b. Prevent abuse of EPWs by fellow soldiers or local populace. c. Transport EPWs to the nearest collection point by vehicle. NOTE: If transportation unavailable or time and distance factors permit, march EPWs to the nearest collection point.		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

#### SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
03-3711.13-0001	Process Captured Material	STP 21-II-MQS
03-3751.01-0101	Supervise Processing of Captives at Unit Level	STP 21-II-MQS
071-331-0802	Process Enemy Personnel and Equipment	STP 21-1-SMCT
191-377-5250	Handle Enemy Personnel and Equipment	STP 21-24-SMCT
191-379-4450	Supervise Handling of Enemy Personnel and Equipment at Squad Level	STP 21-24-SMCT
301-371-1200	Process Captured Material	STP 21-24-SMCT

#### SUPPORTING COLLECTIVE TASKS: NONE

#### OPFOR TASKS AND STANDARDS

**TASK:** Disrupt Enemy Prisoner of War Processing (14-OPFOR-1015)

**CONDITION:** A male OPFOR officer and a male noncommissioned officer, along with a female civilian, have been taken prisoner as members of a group. The OPFOR personnel are in uniform and possess weapons (hidden), money, military maps, personal items, protective masks, and some rations. The civilian is dressed as a local national and is carrying two hidden explosive detonators, civilian identification, money, personal items, and a passport with a slightly different name.

**STANDARD:** Captured personnel actively and passively resist their captors up to a point of physical restraint. All decisions by the captors are verbally challenged in a loud voice claiming Geneva Convention protection. Weapons, maps, and money are hidden to a maximum possible extent. Escape attempts are made if the opportunity is provided.

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Process Captured Documents and Equipment (19-2-C701.14-C701)  
 (FM 19-40) (FM 19-4) (FM 34-54)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** Threat equipment and documents are captured. The unit is supporting forces engaged in tactical operations. The supporting headquarters (HQ) tactical standing operating procedure (TSOP) and operations order (OPORD) are available. This task should not be trained in MOPP4.

**TASK STANDARDS:** Unit processed all captured documents and equipment IAW disposition instructions in the TSOP.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander and leaders supervise captured document and equipment processing. (03-3711.13-0001, 301-371-1200)</p> <ul style="list-style-type: none"> <li>a. Disseminate to all sections, instructions and procedures for processing captured documents and equipment.</li> <li>b. Coordinate with supporting HQ for disposition of captured documents and equipment.</li> <li>c. Coordinate with supporting HQ for transportation of documents and equipment to the rear.</li> <li>d. Monitor processing procedures to ensure compliance with the TSOP and supporting HQ guidance.</li> </ul> <p>* 2. Leaders report capture of documents or equipment to supporting HQ. (071-331-0802, 301-371-1200)</p> <ul style="list-style-type: none"> <li>a. Report type of document or equipment.</li> <li>b. Report date and time of capture.</li> <li>c. Report place of capture (grid coordinates), circumstances of capture, and prisoner's name.</li> <li>d. Request disposition of captured documents and equipment from the supporting HQ.</li> <li>e. Tag all captured documents and equipment before evacuation.</li> </ul> <p>3. Designated personnel execute approved disposition of captured equipment. (03-3711.13-0001, 301-371-1200)</p> <ul style="list-style-type: none"> <li>a. Evacuate captured equipment IAW disposition instructions.</li> <li>b. Photograph equipment that cannot be evacuated.</li> <li>c. Forward photographs for processing through intelligence channels.</li> <li>d. Destroy the captured equipment IAW disposition instructions.</li> </ul> <p>NOTE: If tactical situation does not permit equipment destruction or evacuation, or other special instructions exist, abandon captured equipment IAW disposition instructions.</p> <ul style="list-style-type: none"> <li>e. Evacuate documents, through supporting HQ, to intelligence personnel.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
03-3711.13-0001	Process Captured Material	STP 21-II-MQS
071-331-0802	Process Enemy Personnel and Equipment	STP 21-1-SMCT
301-371-1200	Process Captured Material	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Perform Unit Graves Registration (GRREG) Operations (10-2-C318.14-C318)  
 (JP 4-06) (FM 10-64) (FM 3-11-4)  
 (FM 3-11-5)

**ITERATION:** 1 2 3 4 5 M (Circle)  
**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit has sustained fatalities. The tactical situation permits the performance of graves registration (GRREG) operations. Some remains may be contaminated. The appropriate tactical standing operating procedures (TSOP) and operations order (OPORD) are available. There are no GRREG personnel available. Non-mortuary affairs personnel perform the task. The unit commander has assigned search and recovery team leader(s) and personnel. The theater commander has authorized emergency burials. Simplified collective protection equipment (SCPE), field expedient, or natural shelters are available. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** Search, recovery, evacuation, and emergency burial operations were performed IAW the TSOP and OPORD. At MOPP4, increased amounts of time are required to conduct GRREG operations.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>* 1. Commander designates search and recovery team(s).                             <ul style="list-style-type: none"> <li>a. Selects team leaders.</li> <li>b. Issues guidance.</li> </ul> </li> <li>* 2. Search and recovery team leaders prepare for the search. (101-515-1900)                             <ul style="list-style-type: none"> <li>a. Establish site security.</li> <li>b. Perform a map or terrain reconnaissance of the search area.</li> <li>c. Identify additional support requirements.</li> <li>d. Request additional support requirements from higher HQ or area commander.</li> <li>e. Identify search pattern to be used.</li> <li>f. Coordinate NBC and explosive ordnance disposal (EOD) assistance with higher HQ or the area commander.</li> <li>g. Coordinate security of search area with the supporting HQ.</li> </ul> </li> <li>* 3. Search and recovery team leaders supervise search, recovery, and evacuation operations. (03-5104.00-0007)                             <ul style="list-style-type: none"> <li>a. Brief search and recovery team(s) on operational procedures.</li> <li>b. Issue personal effects bags, human remains pouches, if available, and NBC agent tags.</li> <li>c. Assign areas of search to each team.</li> <li>d. Assign a portion of the search area to an individual team member.</li> <li>e. Monitor search and recovery team(s) operations for compliance with unit TSOP, OPORD, and the unit commander's guidance.</li> <li>f. Coordinate evacuation operations with appropriate activity.</li> <li>g. Forward situation report (SITREP) as required by TSOP.</li> </ul> </li> <li>4. Search and recovery teams conduct the search. (101-515-1900)                             <ul style="list-style-type: none"> <li>a. Check immediate area for mines or booby traps.</li> <li>b. Search assigned areas for remains and personal effects.</li> <li>c. Mark location of remains with pegs.</li> </ul> </li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>d. Collect all disassociated personal effects.                      e. Prepare recovery sketch indicating spot where remains and personal effects are found.</p> <p>5. Search and recovery teams recover remains. (101-515-1900)                      a. Perform procedures for initial identification.                      b. Attach a tag with a large "C" to contaminated remains.</p> <p>NOTE: Remains found in a contaminated area are to be handled IAW procedures set forth in JP 4-06 and buried according to mass burial procedures.</p> <p>c. Attach personal effects to remains.                      d. Shroud remains with available materials.                      e. Prepare a sketch of the recovery area showing major landmarks.                      f. Prepare a map overlay of the recovery site.                      g. Coordinate with the geographical area command on evacuation of recovered remains to collection points.                      h. Forward SITREP to higher HQ or the area commander IAW TSOP.</p> <p>6. Search and recovery teams transport remains. (101-515-1900)                      a. Verify that personal effects are attached to remains.                      b. Load remains in ground transportation feet first; in aircraft head first.                      c. Transport remains to a designated GRREG collection point in a covered vehicle or aircraft.</p> <p>* 7. Search and recovery team leaders supervise emergency burials. (03-5104.00-0007)                      a. Identify specific burial site in coordination.                      b. Supervise marking of grave sites IAW appropriate FM, TSOP, and current directives.                      c. Supervise the burial of all recovered remains and their personal effects.                      d. Report burial data to base defense operations center (BDOC).</p> <p>8. Search and recovery teams perform emergency burials. (03-5104.00-0007, 101-515-1900)                      a. Prepare the gravesite(s) IAW appropriate FM, TSOP, and current directives.                      b. Place remains in the grave.                      c. Mark all gravesites IAW FM 10-64.                      d. Bury US, Allied, and enemy force remains and personal effects in separate gravesites</p>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

**SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
03-5104.00-0007	Supervise Graves Registration Support	STP 21-II-MQS
101-515-1900	Perform Mortuary Affairs Operations	STP 21-1-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Maintain Troop Morale and Combat Capability (14-7-3817)  
 (AR 215-1) (AR 27-1) (AR 600-15)  
 (AR 608-99) (FM 21-20) (FM 22-51)  
 (FM 3-0) (FM 3-07) (FM 4-02)  
 (FM 6-22-5)

**ITERATION:** 1 2 3 4 5 (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is supporting forces engaged in full spectrum operations. Support operations have continued at a high level of intensity over a prolonged period of time, causing high stress among all personnel. The commander has directed steps be taken to enhance soldier morale and effectiveness. This task should not be trained in MOPP4.

**TASK STANDARDS:** Unit personnel followed and applied techniques and took other actions that countered performance degradation and enhanced soldier effectiveness.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>* 1. Commander and leaders execute actions to keep soldiers informed. (01-9001.17-0003)                             <ul style="list-style-type: none"> <li>a. Issue warning orders, operations orders (OPORD), and fragmentary orders (FRAGO) to the lowest possible level.</li> <li>b. Provide soldiers an accurate assessment of the friendly and enemy situations.</li> <li>c. Tell the soldiers of the leaders' intentions.</li> <li>d. Speak positively concerning the unit's mission, purpose, and abilities.</li> <li>e. Encourage a positive attitude throughout the unit.</li> <li>f. Quell and prevent rumors.</li> <li>g. Disseminate command information.</li> </ul> </li> <li>* 2. Commander/leaders implement the unit sleep plan.                             <ul style="list-style-type: none"> <li>a. Develop the unit sleep plan.</li> <li>b. Provide a safe and secure area away from vehicles and other high-noise activities.</li> <li>c. Provide opportunity for the maximum number of soldiers to sleep/rest where possible.</li> <li>d. Specify and provide time for leaders to sleep/rest.</li> <li>e. Adjust the plan as dictated by the tactical situation.</li> <li>f. Enforce the sleep plan in accordance with the TSOP.</li> </ul> </li> <li>* 3. Leaders implement task rotation or restructuring procedures.                             <ul style="list-style-type: none"> <li>a. Alternate cross-trained unit personnel on critical tasks, as required.</li> <li>b. Rotate unit personnel between demanding and non-demanding tasks.</li> <li>c. Assign two soldiers to function independently on tasks requiring a high degree of accuracy.</li> <li>d. Adjust task rotation policies and procedures to the tactical situation.</li> </ul> </li> <li>* 4. Leaders implement stress coping and management techniques. (805C-PAD-4597, S3-9001.18-0002)                             <ul style="list-style-type: none"> <li>a. Integrate new unit members into the unit immediately.</li> <li>b. Assist soldiers in resolving homefront problems.</li> </ul> </li> </ul>		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<ul style="list-style-type: none"> <li>c. Provide instruction on relaxation techniques to all personnel prior to deployment.</li> <li>d. Implement a buddy system to observe signs of stress or battle fatigue among soldiers and leaders.</li> <li>e. Ensure that soldiers use relaxation techniques when needed.</li> <li>f. Re-integrate returned-to-duty stressed or battle fatigued soldiers into the unit.</li> <li>g. Conduct after-action debriefings.</li> </ul> <p>* 5. Commander and leaders implement stress control techniques. (S3-9001.18-0002)</p> <ul style="list-style-type: none"> <li>a. Implement a plan to deal with mild, seriously stressed, or battle fatigue cases.</li> <li>b. Assign soldiers who show signs of stress or battle fatigue to the performance of simpler tasks.</li> <li>c. Ensure that soldiers are supportive in speech and behavior of soldiers suffering from stress or battle fatigue.</li> <li>d. Move stressed or battle fatigued soldiers (who do not show improvement after resting) to unit trains, supporting units or medical facilities.</li> <li>e. Refer for medical evaluation or care, those soldiers who have serious signs of stress or battle fatigue or are not recuperating.</li> </ul> <p>* 6. Commander/leaders provide morale, welfare and recreation (MWR) support. (113-571-1022, 113-600-2001, 113-637-2001)</p> <ul style="list-style-type: none"> <li>a. Implement sports programs as situation allows.</li> <li>b. Coordinate religious support.</li> <li>c. Coordinate personal electronic mail and telephonic communications support.</li> <li>d. Coordinate for hot rations.</li> <li>e. Coordinate postal support.</li> <li>f. Coordinate combat payments.</li> <li>g. Coordinate clothing exchange and bath support.</li> <li>h. Coordinate issue and sale of soldier comfort, morale, and welfare items.</li> <li>i. Coordinate legal support.</li> <li>j. Advise higher headquarters on unit MWR status.</li> </ul> <p>* 7. Leaders maintain soldiers' fitness. (03-8310.00-9000, 158-300-0030A)</p> <ul style="list-style-type: none"> <li>a. Monitor soldiers' fitness.</li> <li>b. Conduct physical training (as the time and combat situation allow).</li> <li>c. Implement personal hygiene and field sanitation procedures.</li> <li>d. Correct problem areas.</li> <li>e. Brief the commander on soldiers fitness status.</li> </ul> <p>* 8. Commander administers UCMJ. (01-9080.10-3001)</p> <ul style="list-style-type: none"> <li>a. Evaluates evidence and determines appropriate disposition of reported violations of the UCMJ.</li> <li>b. Administers nonjudicial punishment.</li> <li>c. Forwards charges for trial by courts-martial.</li> </ul> <p>* 9. Commander disposes of disciplinary infractions and misconduct by other than judicial or nonjudicial proceedings. (03-9001.15-0002, S3-0150.00-1002)</p> <ul style="list-style-type: none"> <li>a. Counsels soldiers for indebtedness.</li> <li>b. Counsels soldiers for nonsupport of dependents.</li> <li>c. Initiates letters of reprimand/ admonition.</li> <li>d. Initiates administrative separations.</li> </ul>		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5		TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

#### SUPPORTING INDIVIDUAL TASKS

Task Number	Task Title	References
01-9001.17-0003	Develop a Cohesive Unit or Organization	STP 21-II-MQS
01-9080.10-3001	Administer Military Justice at Company Level	STP 21-II-MQS
03-8310.00-9000	Supervise Unit Preventive Medicine and Field Sanitation Procedures	STP 21-II-MQS
03-9001.15-0002	Conduct Subordinate Counseling	STP 21-II-MQS
113-571-1022	Perform Voice Communications	STP 21-1-SMCT
113-600-2001	Communicate Via a Tactical Telephone	STP 21-1-SMCT
113-637-2001	Communicate Via a Tactical Radio in a Secure Net	STP 21-1-SMCT
158-300-0030A	Brief to Inform, Persuade, or Direct	STP 21-II-MQS
805C-PAD-4597	Integrate Newly Assigned Soldiers	STP 21-24-SMCT
S3-0150.00-1002	Process Administrative Discharges	STP 21-II-MQS
S3-9001.18-0002	Minimize Combat Stress	STP 21-II-MQS

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

**ELEMENTS:** FINANCE DETACHMENT  
 DETACHMENT HEADQUARTERS  
 FIN SPT TEAM

**TASK:** Perform Risk Management Procedures (14-7-4033)  
 (AR 385-10) (AR 385-16)

**ITERATION:** 1 2 3 4 5 M (Circle)

**COMMANDER/LEADER ASSESSMENT:** T P U (Circle)

**CONDITIONS:** The unit is deployed performing support operations. Safety hazards for personnel and equipment exist. Hazards increase as operations intensify. Appropriate tactical standing operating procedure (TSOP) and operations order (OPORD) are available. Risk management activities are continuous and are performed simultaneously with other operational tasks. Some iterations of this task should be performed in MOPP4.

**TASK STANDARDS:** All potential safety hazards were identified and either reduced or eliminated. At MOPP4, performance degradation factors increase the time it takes to conduct risk management procedures.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
<p>* 1. Commander and leaders identify risk and/or safety hazards. (03-9003.02-0001, 03-9003.03-0001, 850-001-4001)</p> <ul style="list-style-type: none"> <li>a. Identify specified and implied missions and tasks in the OPLAN, OPORD, and fragmentary order (FRAGO).</li> <li>b. Identify all risks associated with specified and implied missions and tasks.</li> <li>c. Identify the benefits of safety measures to the unit's mission versus the potential cost of risk or hazard.</li> <li>d. Conduct continuous assessment of all operational phases for safety and risk reduction during planning and execution phase.</li> </ul> <p>* 2. Commander and leaders evaluate risk or safety hazards identified during planning. (03-9003.02-0001, 03-9003.03-0001, 850-001-2001, 850-001-3001, 850-001-4001)</p> <ul style="list-style-type: none"> <li>a. Identify previously executed unsafe acts and their corrective actions.</li> <li>b. Identify unwarranted risks.</li> <li>c. Compare identified risk to acceptable risk level stated in the commander's intent and based on the training objective.</li> <li>d. Calculate projected loss of equipment and personnel losses from accidents by reviewing historical records.</li> <li>e. Describe operations in terms of risk level (high, medium, low).</li> <li>f. Prepare courses of action that minimize accidental losses.</li> </ul> <p>* 3. Commander and leaders eliminate or reduce risk and safety hazards. (03-9003.02-0001, 03-9003.03-0001, 850-001-3001, 850-001-4001)</p> <ul style="list-style-type: none"> <li>a. Select course of action that maximizes operational effectiveness and minimizes risks.</li> <li>b. Develop procedures that reduce risks.</li> <li>c. Provide guidance that enhances safety in all phases of operation.</li> <li>d. Prescribe protective equipment to enhance safety and reduce risks.</li> </ul> <p>4. Soldiers employ safety enhancement procedures.</p> <ul style="list-style-type: none"> <li>a. Practice safety procedures during all mission rehearsals and operations.</li> <li>b. Correct unsafe acts on the spot.</li> <li>c. Report risks or safety violations to unit safety officer.</li> </ul>		

<b>TASK PERFORMANCE / EVALUATION SUMMARY BLOCK</b>							
<b>ITERATION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>M</b>	<b>TOTAL</b>
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"\*" indicates a leader task step.

#### **SUPPORTING INDIVIDUAL TASKS**

<b>Task Number</b>	<b>Task Title</b>	<b>References</b>
03-9003.02-0001	Manage Accident Risk in Unit Operations	STP 21-II-MQS
03-9003.03-0001	Supervise the Management of Accident Risk in Unit Operations	STP 21-II-MQS
850-001-2001	Assess Potential for Accidents	STP 21-24-SMCT
850-001-3001	Control Mission Safety Hazard	STP 21-24-SMCT
850-001-4001	Integrate Risk Management Into Platoon	STP 21-24-SMCT

**SUPPORTING COLLECTIVE TASKS: NONE**

**OPFOR TASKS AND STANDARDS: NONE**

## CHAPTER 6

### External Evaluation

6-1. General. Evaluations are conducted to determine the unit's ability to perform its missions. This chapter is a guide for preparing evaluations. Using units may modify this evaluation, based on mission, enemy, terrain, troops, time available, and civil considerations (METT-TC) and other considerations as deemed appropriate by the commander. Selected training and evaluation outlines (T&EO) in Chapter 5 are used for evaluation. At the end of the evaluation, the commander can identify the unit's strengths and weaknesses. These strengths and weaknesses are the basis for future training and resource allocations.

6-2. Preparing the Evaluation. The commander must standardize evaluation procedures to accurately measure the unit's capabilities.

a. Preparing the Evaluation Instrument. The sample evaluation scenario in Table 6-1 contains the missions as well as the appropriate tasks necessary to develop the scenario and execute the mission. A graphic representation of the scenario is provided in Chapter 4, Figure 4-1. Selective tailoring is required because it is not possible to evaluate every task. The following procedures are suggested for developing the evaluation.

(1) Identify the missions for evaluating each echelon or element, using Table 2-1 in Chapter 2. Record the selected missions using DA Form 7506, Unit Proficiency/Evaluation Worksheet. A blank copy of this form is provided in Figure 6-1 for your information.

(2) List each mission on DA Form 7502, Task Summary Sheet. A blank copy of this form is provided in Figure 6-2 for your information.

(3) Select the tasks for the evaluation of every mission. List the selected tasks on the Task Summary Sheets which are used for recording the results of the evaluation.

(4) Compile the selected missions and tasks in the order they logically occur in the detailed scenario. Group the selected missions and tasks into parts, as in Table 6-1, for continuous operations. Assess multiple integrated laser engagement system (MILES) casualties and conduct in-process after-action reviews (AAR) by interrupting parts at logical points.

b. Forecasting and Requisitioning Resources. Adequate training ammunition, equipment and supplies must be forecasted and requisitioned. Table 6-2 is a consolidated list of support requirements for this evaluation. It is based on experiences with the scenario in Table 6-1. The evaluating headquarters will prepare its own consolidated support requirements.

c. Selecting and Preparing the Field Evaluation Site. Required size, type of terrain, opposing force (OPFOR) requirements, and administrative requirements are the basis for site selection. OPFOR positioning is according to threat doctrine. The site must provide space for the administrative area required to support the evaluation.

6-3. Selecting Observer Controllers (OC). OCs must know the unit's missions, organization, equipment, and employment. The senior OC should be at least equal in rank to the unit commander and have successfully performed in that specific or similar command position.

6-4. Training the OCs.

a. Evaluation Design. Each part of an evaluation is designed to evaluate specific missions or tasks within the overall scenario. OCs must thoroughly understand and correctly implement the evaluation.

b. MILES. Each OC must have full knowledge of the unit's weapons as well as the MILES system the unit will use.

c. Evaluation Control System. This system ensures that the evaluation is administered in a consistent and standardized manner, and that correct data is collected for the final evaluation. It includes the following elements:

- (1) Rules of engagement
- (2) OC duties and responsibilities
- (3) Communication systems
- (4) Evaluation data collection plan

6-5. Recording External Evaluation Information.

a. The evaluating headquarters uses the following data recording instruments for the OCs:

(1) DA Form 7505, Unit Data Sheet, is used to document demographic information which may reflect on a unit's performance. A blank copy of this form is provided for your information at Figure 6-3.

(2) DA Form 7503, Environmental Data Sheet, documents weather information in order to compare missions under differing environmental conditions. A blank copy of this form is provided for your information at Figure 6-4.

(3) DA Form 7504, Personnel and Equipment Loss Report, documents information that may affect the unit's degree of success during engagements with the OPFOR. A blank copy of this form is provided for your information at Figure 6-5.

b. The senior OC has the overall responsibility for preparation of the external evaluation report. This evaluation is based on his own findings and input by subordinate OCs. Subordinate OCs use the task evaluation criteria (T&EO from Chapter 5 and Task Summary Sheets) to determine overall proficiency in their particular areas. The senior OC compiles the external evaluation results as prescribed by the evaluating commander. Deviations from the task standard assessed by the subordinate OCs may be addressed in the senior OC comments portion of the Unit Proficiency Worksheet.

6-6. Selecting and Training the OPFOR. The selection and training of the OPFOR are crucial to the success of a standardized evaluation. The OPFOR provides one of the control measures that influences the conditions under which the evaluation is administered. The unit should face an opponent that realistically resembles the threat in strength, weapons, and skill.

a. Selection. Any qualified skill level 1 or 2 soldier can serve as OPFOR. Ideally, the OPFORs should be a small cohesive unit under the control of their leader or commander.

b. Training. The OPFOR must understand the following six major areas:

- (1) Installation and operation of the MILES devices
- (2) Rules of engagement
- (3) Threat/terrorist small unit tactics
- (4) Training scenarios
- (5) OPFOR weapons and equipment, if available
- (6) Safety

c. OPFOR Strength. The OPFOR should be strong enough to offer the unit a realistic challenge, but one that the unit can defeat when proper tactics are employed. The OPFOR should be allowed to plan their own attack for each mission and not be forced into a "canned" attack that the unit will quickly defeat.

6-7. Conducting the Evaluation. Evaluations are divided into three distinct phases: pre-evaluation, evaluation, and post-evaluation. Each phase requires a different degree of preparation and coordination.

a. Pre-evaluation.

(1) All OCs must recon the evaluation area to know the unit's boundaries, disposition of the OPFOR, and to gain a general appreciation of the field evaluation site's area of operation.

(2) Observer controllers must prepare an operations order (OPORD) and fragmentary order (FRAGO) to control the exercise. An order is prepared for each mission in the evaluation scenario. These can be prepared by using the skeleton orders contained in the STXs in Chapter 4.

(3) Unit preparatory activities include installation and troubleshooting of MILES equipment, loading vehicles, conducting inspections, and performing other logistics and administrative actions, as required.

(4) The OPFOR is placed in position and briefed while the unit is conducting its preparatory activities.

b. Evaluation.

(1) The evaluation team controls the evaluation in two ways. First, it uses measures established in the movement order and the OPORD or FRAGO. Second, the team controls the evaluation through the team commander (simulated by the senior OC for this evaluation) on the team net. The team does not control in the traditional sense; instead, it accompanies the unit as observers.

(2) OCs are neutral throughout the evaluation. Only the senior OC has direct verbal contact with the unit commander. Other OCs do not speak to, aid, advise, point out positions, or in any way influence the unit's performance, except for a possible or actual safety issue or emergency.

(3) Once the senior OC issues the OPORD and movement order, the unit commander executes the events and actions prescribed in the first part of the evaluation scenario within the estimated time. From this point on, all successive parts begin with a FRAGO.

(4) The senior OC terminates a part when the unit has completed all the events and actions in a particular area or has suffered so many casualties or so much damage that the part cannot be completed. He must record the reasons for the termination in the margin of the OC's Task Summary Sheets and report his action to the senior evaluator. During this period, the senior OC will direct the unit to remain in position while "replacements" for personnel and equipment designated as killed or destroyed are sent forward to reconstitute the unit. At this time, OC must perform the following actions:

(a) Inspect all MILES equipment, record "kill" codes and reset equipment. Replace any damaged or inoperative MILES equipment.

(b) Resolve all casualty data to determine the time, place, number, and cause of casualties.

(c) Debrief the unit to resolve questions. Afterwards, the senior OC directs the unit to continue its mission after it receives a FRAGO or OPORD for the next part.

(5) These guidelines should be followed by the OCs:

(a) Enforce rules of engagement.

(b) Observe critical tactical events of time. OCs must spot and record any action that might have an effect on later performance or mission outcome.

(c) Record travel routes and unit's location.

(d) Inform OPFOR controllers of the unit's location, direction, and intent. This is necessary to enable control of OPFOR action in accordance with the desired sequence of events.

(e) Enforce safety.

(f) Terminate mission.

c. Post-evaluation. After the evaluation is terminated, the unit moves to an appropriate area and performs the following actions:

(1) The unit OC debriefs subordinate OCs and compiles all data (evaluator packets) for the evaluation.

(2) The unit OC completes the task summary sheets.

(3) The unit OC turns in all completed OC packets (with the OC scoring system) to control headquarters for recording and analysis.

(4) The unit OC must conduct an AAR of the unit's performance.

(5) Each element OC should conduct an AAR of his element's performance.

#### 6-8. Conducting the AAR.

a. General. At the completion of each evaluation phase, the AAR leader provides feedback to the unit in order to increase and reinforce learning.

b. Feedback. Because all members of the unit participate in an AAR, each member becomes a source of feedback. This provides a richer database for key points. The AAR leader will draw information from each member, which becomes an important part of the discussion. This information is the basis for discussing alternate courses of action.

c. Preparing the AAR. AAR preparation involves five steps:

(1) Review training orders and objectives. Training objectives are the focus of the discussion of the exercise results. The FRAGOs and OPORDs included in the exercise design implement these objectives. OCs should be familiar with the objectives, FRAGOs and OPORDs so they can note orders given by leaders of the evaluated unit and its subordinate elements that either implement these objectives or deviate from them.

(2) Observe the exercise. This is an active process. The emphasis is on noting those actions that make the difference between the unit's success or failure. Because unit orders identify important activities and checkpoints, the OC must be present when the commander issues the order. The OC should position himself where he can best observe anticipated critical events.

(3) Select the AAR site. After the exercise, select a site for the AAR. If possible, hold the AAR where the majority of action occurred or where most of the critical events took place.

(4) Debrief the OCs. While the units are moving to the selected site, the OCs should be debriefed. The senior OC must have a complete understanding of what happened during the exercise. The fourth step in AAR preparation is to obtain a detailed description of the exercise's events in the order in which they occurred.

(5) Review the events. After the senior OC has a sound understanding of what happened during the exercise, he reviews the events that are ranked in terms of their relevance to the training objectives and their contributions to the exercise outcome. He selects as many events as can be covered in detail during the time allocated for the AAR and places them in chronological order.

d. Conducting the AAR. Conducting the AAR involves five steps:

(1) Organize the participants. The OC and AAR leader should group the participants according to their organization in the exercise. Each subordinate element's OC is with the element for which he is responsible.

(2) State the training objectives. The AAR leader makes a brief statement of the training objectives for the exercise. These are described as specifically as possible. He states any additional teaching points that he intends to cover during the AAR. These should be limited to three or four key points in order to keep the AAR focused and prevent it from becoming excessively long.

(3) Lead the discussion. The AAR leader guides the discussion of the events in their order of occurrence. Diagrams help players visualize the exercise development. Each event is discussed in detail to make teaching points about the unit's performance during the event. In an effective AAR, the AAR leader should:

- (a) Avoid giving a critique or lecture.
- (b) Guide the discussion by asking leading questions.
- (c) Suggest the players describe what occurred in their own terms.
- (d) Suggest the players discuss not only what happened, but how it happened and how it could be done better.
- (e) Focus the discussion to ensure that important tactical lessons are made explicit.
- (f) Relate events to subsequent results.
- (g) Avoid detailed examination of events not directly related to major training objectives.
- (h) Encourage the participants to use diagrams to illustrate teaching points.
- (i) Prohibit players from offering self-serving excuses for inappropriate tactical actions.

(4) Review the sequence of the events associated with the hazards of the risk assessment made prior to the exercise. Discuss each incident of fratricide or near-fratricide and how it can be avoided in the future. In addition, the AAR leader should address the following:

- (a) Were effective controls put into place to avoid accidents?
- (b) Was training realism reduced through artificial control measures?
- (c) Were all participants aware of hazards down to the lowest level?

(d) Did any hazard that was not identified present itself, and, if so, what was done to overcome it?

(5) Summarize key points. The AAR leader briefly summarizes teaching points in terms of training objectives covered in the AAR. After the summary, he can have a private conversation with the unit commander regarding his unit's strengths and weaknesses, and what he can do to improve his performance and that of his unit. A good AAR leader:

(a) Maintains order and discipline.

(b) Reviews the training objectives.

(c) Addresses important events as they occurred and how the unit could have done them better. During the discussion, the leader avoids a detailed examination of events not directly related to the training objective.

(d) Traces the chain of events so all participants understand the results of mistakes. One mistake is often the partial cause of another.

(e) Clearly relates tactical events to teaching points.

(f) Involves participants in the discussion.

(g) Clearly and concisely gives summary and new training objectives.

(h) Reinforces points by using sketches, diagrams, or terrain models in the AAR.

**Table 6-1**  
**Finance Detachment Sample Evaluation Scenario**

EVENT	ACTION	ESTIMATED TIME
PART 1		
1	Conduct mobilization activities	3 hr
2	Conduct predeployment activities	4 hr
3	Conduct a non-tactical movement	1 hr
4	Conduct embarkation functions	2 hr
5	Conduct debarkation functions	2 hr
6	Conduct intermediate AAR	1 hr
PART 2		
7	Conduct tactical road march	5 hr
8	Cross contaminated areas	* 1 hr
9	React to hostile air attack	* 1 hr
10	React to ground ambush	* 2 hr
11	Conduct intermediate AAR	1 hr
PART 3		
12	Establish support site	** 4 hr
13	Establish unit defense	** 1 hr
14	Conduct finance operations	10 hr
15	React to attack	2 hr
16	Conduct post-battle activities	1 hr
17	Conduct intermediate AAR	1 hr
PART 4		
18	Prepare for redeployment	1 hr
19	Conduct a non-tactical movement	1 hr
20	Conduct redeployment processing	2 hr
21	Conduct demobilization activities	2 hr
22	AAR	2 hr
NOTES:		
(1)*	Time for these events is included in the time reported for the movement.	
(2)**	Events in this group are performed simultaneously. The highest time period was used in establishing the total estimated time.	

**Table 6-2  
Consolidated Support Requirements**

<u><b>Ammunition</b></u>	<u><b>Quantity</b></u>	
	<u><b>AC</b></u>	<u><b>RC</b></u>
5.56mm blank, M200	40	40 rounds per M16A2
5.56mm blank, M200	200	200 rounds per M249
Claymore Mine, Inert, M18A1/A2	2	1
Blank Adapter	1 per weapon	
Simulator, Boobytrap, Illum, M118	2	1
Simulator, Boobytrap, Whistling, M119	2	1
Flare, Surface, Trip, M49A1/M49A2	2	1
Grenade, Smoke, HC, AN-M8	4	4
Simulator, Projectile, Ground Burst, M115A2	5	3
Grenade, Smoke, CS, M25A2	2	2
Signal, Illum, Ground, M159, WHITE Star	2	2
Signal, Illum, Ground, M158, RED Star	1	1
<u><b>Equipment</b></u>		
All organic equipment to include authorized TOE and CTA. MILES		
<u><b>Fuel</b></u>		
Use vehicle technical manuals to calculate fuel requirements		
<u><b>Other</b></u>		
Field rations, as required	1 ea per soldier per meal	
NOTE:		
The consolidated support requirements outlined above are suggested for this STX. DA Pam 350-38 establishes this unit's maximum annual allocation of training ammunition and pyrotechnics. Commanders and trainers should review these recommendations and allocate ammunition as necessary to suit their situation and training needs.		







<b>ENVIRONMENTAL DATA SHEET</b> For use of this form, see the applicable ARTEP MTP; the proponent agency is TRADOC.		
1. EXERCISE NUMBER AND DESCRIPTION	2a. DATE EXERCISE STARTED <i>(YYYYMMDD)</i>	2b. TIME EXERCISE STARTED
	2c. DATE EXERCISE ENDED <i>(YYYYMMDD)</i>	2d. TIME EXERCISE ENDED
3. UNIT IDENTIFICATION	4. ARTEP MTP NUMBER	
5. WEATHER CONDITIONS <i>(Check appropriate description)</i> <input type="checkbox"/> CLEAR <input type="checkbox"/> PARTLY CLOUDY <input type="checkbox"/> CLOUDY <input type="checkbox"/> HAZY <input type="checkbox"/> RAINING <input type="checkbox"/> SNOWING <input type="checkbox"/> FOG <input type="checkbox"/> OTHER <i>(Describe)</i> _____ TEMPERATURE: _____		
6. GROUND CONDITIONS <i>(Check appropriate description)</i> <input type="checkbox"/> DRY <input type="checkbox"/> WET <input type="checkbox"/> ICE <input type="checkbox"/> SNOW <input type="checkbox"/> OTHER <i>(Describe)</i> _____		
7. LIGHT CONDITIONS <i>(Check appropriate description)</i> <input type="checkbox"/> DAY <input type="checkbox"/> NIGHT		
8. MOON PHASE <i>(Check appropriate description)</i> <input type="checkbox"/> 1/4 <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> FULL <input type="checkbox"/> NONE AVERAGE RANGE OF VISIBILITY DUE TO LIGHT: _____		
9. TERRAIN <i>(Check appropriate description)</i> <input type="checkbox"/> FLAT <input type="checkbox"/> ROLLING <input type="checkbox"/> MOUNTAINOUS <input type="checkbox"/> JUNGLE <input type="checkbox"/> DESERT <input type="checkbox"/> URBAN <input type="checkbox"/> ARCTIC <input type="checkbox"/> OTHER <i>(Describe)</i> _____		
10. TOP SOIL <i>(Check appropriate description)</i> <input type="checkbox"/> SANDY <input type="checkbox"/> ROCKY <input type="checkbox"/> CLAY    AVERAGE RANGE OF VISIBILITY DUE TO TERRAIN: _____ <input type="checkbox"/> OTHER <i>(Describe)</i> _____		
11. REMARKS		

Figure 6-4. Environmental Data Sheet



## APPENDIX A - THREAT ASSESSMENT

### 1. The Contemporary Operational Environment (COE).

a. The COE is a composite of the conditions, circumstances, and influences that are expected to effect the employment of military forces and bear on the decisions of unit commanders both now and in the near future. The range of threats during this period extend from smaller, low technology opponents using more adaptive, asymmetric methods (methods that avoid attacking a US strength while using advantages against US weaknesses) to larger modernized forces that engage US forces in more conventional ways. In some possible conflicts (or in multiple, concurrent conflicts) a combination of these types of threats is possible.

b. It is particularly important that commanders, leaders, and soldiers develop a mindset shaped and influenced by a solid understanding of the COE and assure that all training is consistent with the contemporary operational environment. While every effort has been made to comprehensively integrate the COE into this training publication commanders, leaders, trainers, OCs and all personnel participating in training must work to assure the complete integration of COE considerations. The materials in this appendix are designed to assist in this process.

### 2. The Threat (See FM 3.0, Operations).

a. The potential for armed conflict between nation-states, non-state actors, and transnational entities is expected to remain a serious challenge for the foreseeable future. Disparities in wealth, technology, and information will create unstable conditions. The influence of nonstate actors will have increasing regional and worldwide implications. Conflict between multinational groups is expected to increase while conflict involving only two elements is expected to decrease.

b. Multiple threats to US interests exist. Some are direct, such as a cross-border attack; others are indirect, such as coercion. Some regional powers aspire to dominate their neighbors and have the conventional force capabilities required to do so. Such situations may threaten US vital interests, US allies, or regional stability. Many transnational groups are capable of conducting a range of activities that threaten US interests and citizens at home and abroad. Such activities include terrorism, illegal drug trading, illicit arms and strategic material trafficking, international organized crime, piracy, and deliberate environmental damage. Additionally, extremism, ethnic disputes, religious rivalries, and human disasters contribute to huge refugee migrations and often cause instability.

c. In the foreseeable future, most nations will modernize and maintain military capabilities for countering regional threats or seeking opportunities. Military change will incorporate advances in information technology, ballistic and cruise missile capabilities, and weapons of mass destruction (WMD). Potential threats vary from heavy conventional units to adaptive, asymmetric forces structured for local and regional use. Adversaries will seek and obtain technologies that challenge US strengths in information technology, navigation, night vision systems, and precision targeting and strike capabilities. The proliferation of WMD and long-range delivery systems will enable adversaries to threaten the US at greater ranges with increased lethality and precision.

d. Adversaries will develop warfighting doctrine that takes perceived US strengths and vulnerabilities into account. They will try to prevent the projection of US forces and control the nature and tempo of US actions through asymmetric operations and adaptive forces. They will try to counter US air operations and neutralize US technological advantages, such as precision strike capabilities. Further, they will adapt to more nonlinear, simultaneous operations conducted throughout the area of operations. They will use conventional and unconventional means to destroy US national will and the capability to wage war.

e. Adversaries will seek to shape conditions to their advantage. They will try to change the nature of the conflict or use capabilities they believe are difficult for US forces to counter. They will use complex terrain, urban environments, and force dispersal methods to offset US advantages. These methods will increase targeting difficulties and may result in US forces wasting precision weapons on relatively unimportant assets.

f. Generally, adversaries will seek to operate against US forces according to the following concepts:

- Conduct force-oriented operations. Inflict unacceptable casualties.
- Attempt to control the tempo. Create conditions to defeat US forcible entry operations.
- Transition to a defensive framework that avoids decisive battle, preserves capability, and prolongs the conflict. If US forces deploy, use terrorist tactics and other attacks to erode public support, alliance or coalition cohesion, and the will to fight.
- Use modernized intelligence, surveillance, and reconnaissance (ISR) assets and WMD to conduct sophisticated ambushes. Destroy key operating systems or inflict mass casualties within and outside the theater of operations.
- Use terrain and urban areas to disperse mechanized and armored units. Concentrate and disperse them as opportunities allow. Maneuver forces during periods of reduced exposure to US technology. Use upgraded camouflage and deception capabilities.
- Form coalitions against the US.
- Acquire or modify advanced technological systems to create surprise and limited duration overmatch in specific areas.

g. Adversaries will continue to seek every opportunity for advantage over US and multinational forces. When countered, they will adapt to the changing conditions and pursue all available options to avoid destruction or defeat. This environment and the wide array of threats present significant challenges. Army forces must simultaneously defeat an adversary while protecting noncombatants and the infrastructure on which they depend.

### 3. Threat Implications for Human Resource and Financial Management Units.

a. Human resource and financial management units must be fully capable of performing their mission through the full spectrum of operations in war and in military operations other than war (MOOTW). Often, they will be supporting Army forces operating as part of a joint force within a multinational and interagency environment. Supported forces can be conducting offensive, defensive, stability, and support operations singly or in combination, often simultaneously.

b. Insights on how human resource and financial management units must operate can be developed by applying contemporary threat considerations to the full spectrum of operations. Commanders and leaders must develop further guidance based on lessons learned materials and current intelligence information. General considerations include the following:

- Units must be fully prepared to operate effectively in the full spectrum of operations in war, conflict and peace.
- Units must maintain a high state of deployability regardless of their locations. They must be prepared to quickly respond to worldwide contingencies and varying threats.

- Units must have the capability to support designated forces by accompanying them or by supporting them from a distant location.
- Units must consistently provide timely and highly responsive support. They must ensure high unit readiness and a similar level of personnel readiness in the forces they support regardless of the location of that element.
- Units must adapt to new requirements and be fully prepared to support joint and combined forces, multi-national forces, intergovernmental agencies, forces under other non-US command and control and, in some cases, non-governmental organizations.
- Commanders and leaders must place special emphasis on counter terrorist activities and force protection for unit personnel, replacements, and supported soldiers.
- Units must maintain a capability to respond to mass casualty situations caused by conventional weapons as well as weapons of mass destruction.
- Leaders need to train and condition soldiers to offset the adverse morale impacts of high-tech combat, terrorism, and weapons of mass destruction. Information, training, force protection, strong leadership, and an effective MWR program help counter these situations.
- Units must respond quickly to special requirements that arise from non-traditional missions such as drug interdiction and humanitarian relief.
- Units must be fully prepared to perform their branch-specific missions in a NBC environment. They must address the challenges of NBC casualties and contaminated remains and materiel.
- Leaders must be trained and prepared to deal with the complexity of new technologies, with diverse new missions, and with the uncertainty and ambiguity that characterize many current situations.
- Personnel must be prepared to provide necessary life-saving measures to soldiers attacked by NBC weapons.
- Units must be fully capable of using their technical skills to support domestic civilian and governmental agencies and comparable agencies in foreign governments.
- Commanders and leaders must develop and maintain an updated threat/terrorism assessment for their units. They must take prompt action to correct problems identified in this assessment.
- Organizations must be aware of the fact that almost any threat force can possess modern sophisticated weaponry and equipment. This includes directed energy, communications, intercept, and electronics.
- Units must be well trained on threat capabilities and the ability to counter them. Hands-on training and rehearsals are key to assuring unit personnel can respond to threat actions.

- Unit personnel must understand asymmetric warfare concepts and consistently probe their operational posture to identify and correct areas of weakness and vulnerability that might become hostile targets.

4. Supporting Materials.

- a. FM 3-0, Operations (also available on the Reimer Digital Library).
- b. COE Handbook, Center for Army Lessons Learned (CALL) (available on the CALL web page).

## APPENDIX B - TRAINING SAFETY AND ENVIRONMENTAL PROTECTION

B-1. Safety. In a training environment, leaders have a threefold safety mission. First, leaders must assure safe training. Second, they must continue to develop and enforce the concept that safety is a way of life for all members of their unit and in every situation to include everyday tasks. Finally, leaders must work to develop soldier and leader skills in the use and application of safety techniques and procedures such as the risk management process that will subsequently be applied to all military operations conducted by the unit. A comprehensive training safety program built around these focuses serves to build and conserve combat power through accident prevention while at the same time providing for a force that is well prepared, through realistic training, for all types of operations. Guidelines for an effective training safety program include:

- a. Train to standard on all individual and collective tasks. Ensure all personnel understand and apply the safety precautions contained in appropriate technical manuals (TM), field manuals (FM), training materials, operations plans (OPLAN), operations orders (OPORD), and other pertinent publications.
- b. Genuinely integrate safety considerations into all planning, preparation, execution, and evaluation phases of training.
- c. Collect and integrate safety lessons learned into all unit training and operational activities. Emphasize unique safety implications for your type of unit and its equipment. Periodically brief personnel on these matters and spot check to assure the information is relayed to all soldiers.
- d. Continuously work to build a positive safety environment and awareness so safety becomes a way of life for all soldiers in all situations.
- e. Integrate the risk management and decision-making processes for use in training activities and the operational missions. Balance training realism and unnecessary risk. Train and require leaders at all levels to use the risk management process. Check to ensure they are correctly using this process. Accept risks only if benefits outweigh potential costs or losses. Always make informed, conscious decisions to accept risks at acceptable levels.

B-2. Risk Management. Risk management is a tool that is used to analyze situations to determine hazards and to establish and implement accident prevention steps and measures. It applies to all phases of training to include planning, execution, and assessment as well as to all operational environments. Proper use of risk management procedures enables commanders and leaders to provide maximum possible realism in training while properly safeguarding personnel and equipment. A Risk Assessment Matrix for assessing safety hazards is at Figure B-1. At Figure B-2 is a Risk Management Worksheet, with instructions, that may be used as a tool for assessing both safety and environmental hazards.

- a. Army missions are inherently dangerous. To effectively prepare their personnel to accomplish assigned mission, commanders must train their units to standard under the most realistic conditions possible. Application of the risk management process does not detract from training, but enhances effective, realistic training and serves to conserve combat power. Risk management is a continuous process that must be incorporated into all training plans and supporting events. It must be an integral part of all training decisions, operations, and related activities.
- b. Risk management is a five-step cyclic process that identifies, assesses, and controls risks arising from operational situations, and ensures decisions are made that balance risk with training benefits. In this process, leaders and staffs continuously work to identify hazards and assess both accident and tactical risks. They then develop, coordinate and implement control measures to mitigate or eliminate hazards. (See FM 101-5, Appendix J for further information.) The five steps are:

- (1) Identify Hazards. Identify the most probable hazards for the missions.

(2) Assess Hazards. Analyze each hazard to determine the probability of its causing an accident and the probable effect of the accident. Identify control options to eliminate or reduce the hazard.

(3) Make Risk Decisions. Weigh the risk against the benefits of performing the operations. Accept no unnecessary risks and make any residual risk decisions at the proper level of command.

(4) Implement Controls. Integrate specific controls into training plans, OPLANs, OPORDs, standing operating procedures (SOP) and rehearsals. Communicate controls to the individual soldier.

(5) Supervise. Determine the effectiveness of controls in reducing the probability and effect of identified hazards to include follow up and after-action review (AAR). Develop the lessons learned.

B-3. Fratricide. Fratricide is friendly force weapon employment in a manner that results in unforeseen and unintentional death or injury of friendly personnel. Fratricide is classified as an accident, as it is an individual or unit error that produces friendly casualties. Fratricide prevention is built around soldiers and units who are trained to standard and aware of factors contributing to fratricide.

a. Fratricide results in unacceptable losses and increases the risk of mission failure. Fratricide undermines the unit's ability to survive and function. Units experiencing fratricide tend to exhibit the following behaviors:

- (1) Loss of confidence in unit leadership
- (2) Increasing self-doubt among leaders
- (3) Hesitation to use supporting combat systems
- (4) Over-supervision of units
- (5) Hesitation to conduct night operations
- (6) Loss of aggressiveness during fire and maneuver
- (7) Loss of initiative
- (8) Disrupted operations
- (9) General degradation of cohesiveness, morale, and combat power

b. The primary causes of fratricide are a lack of positive target identification and the inability to maintain situational awareness. Specific problems contributing to fratricide include one, or a combination of several of the following:

(1) Direct Fire Control Plan Failures. They occur when units fail to develop defensive and, particularly, offensive fire control plans.

(2) Land Navigation Failures. They result when units stray out of sector, report wrong locations, and become disoriented.

(3) Combat Identification Failures. These failures include gunners or pilots being unable to distinguish thermal and optical signatures near the maximum range of their sighting systems and units in proximity mistaking each other for the enemy under limited visibility conditions.

(4) Inadequate Control Measures. Units fail to disseminate the minimum maneuver and fire support control measures necessary to tie control measures to recognizable terrain or events.

(5) Reporting Communication Failures. Units at all levels face problems in generating timely, accurate, and complete reports as locations and tactical situations change.

(6) Weapons Error. Lapses in individual discipline lead to charge errors, accidental discharges, mistakes with explosives and hand grenades, and similar incidents.

(7) Battlefield Hazards. Unexploded ordnance, unmarked or unrecorded minefields, family of scatterable mines (FASCAM), and booby traps litter the battlefield. Failure to mark, remove, record or anticipate these hazards increases the risk of friendly casualties.

c. Fratricide awareness and prevention measures must be incorporated into all training activities at every level. Training exercises must incorporate provisions that increase fratricide awareness of soldiers, and cause them to exercise fratricide prevention measures. Fratricide considerations need to be incorporated into all after action reviews. Live fire exercises must incorporate extra fratricide precautions. Leaders need special training on the use of the risk assessment and management tool as a means to reduce the incidence of fratricide.

B-4. Protecting the Environment. Protection of the environment, its natural resources such as air and water, its threatened or endangered species, and its archeological and historical sites must be a key factor in the preparation and conduct of all training. As embodied in the concept „train as we fight,“ environmental awareness and sound environmental practices built in training also provide the foundation for incorporating environmental protection considerations into the full spectrum of military operations. Detailed information on environmental protection is contained in FM 3-100.4, Environmental Considerations in Military Operations.

a. Environmental protection measures that must be addressed as part of the preparation for collective training include the following:

(1) Coordinate training plans and activities with the installation environmental compliance officer and his staff.

(2) Assure basic environmental awareness training is provided all personnel.

(3) Conduct an environmental risk assessment of the training area.

(4) Inform all soldiers of the environmentally sensitive areas, constraints, and preventive practices and procedures related to the training area.

(5) Brief commanders and leaders on the environmental risk assessment and its control measures to include identified sensitive areas, constraints, and other issues.

(6) Incorporate environmental protection provisions into SOPs, training plans, and OPORDS

b. During training, the following environmental protection considerations should be made:

(1) Monitor training for compliance with environmental protection provisions in SOPs, training plans, and OPORDS.

(2) Assure control measures contained in the environmental protection risk assessment are followed.

(3) Reassess hazards as situations change.

(4) Spot check all training activities.

(5) Incorporate environmental considerations into AARs.

B-5. The Risk Management Worksheet. Figure B-2 is provided as a tool for use in tracking and documenting all risks to include environmental risks. Key considerations that should be incorporated into environmental protection assessment include air pollution, archeological and historical sites, hazardous material/waste, noise pollution, threatened/endangered species, water pollution and wetland protection.

RISK ASSESSMENT MATRIX			HAZARD PROBABILITY				
			Frequent	Likely	Occasional	Seldom	Unlikely
			A	B	C	D	E
<b>E F F E C T</b>	<b>Catastrophic</b>	<b>I</b>	<b>EXTREMELY HIGH</b>				
	<b>Critical</b>	<b>II</b>	<b>HIGH</b>				
	<b>Moderate</b>	<b>III</b>	<b>MEDIUM</b>		<b>LOW</b>		
	<b>Negligible</b>	<b>IV</b>					

**Effect**

**Catastrophic** Death or permanent total disability, system loss, major property damage.

**Critical** Permanent partial disability, temporary total disability in excess of three months, major system damage, significant property damage.

**Moderate** Minor injury, lost workday accident, compensable injury or illness, minor system damage, minor property damage.

**Negligible** First aid or minor supportive medical treatment, minor system impairment.

**Probability**

**Frequent** Individual soldier/item.....Occurs frequently in career/equipment service life.  
All soldiers exposed or item inventory.....Continuously experienced.

**Likely** Individual soldier/item.....Occurs several times in career/equipment service life.  
All soldiers exposed or item inventory.....Can occur often.

**Occasional** Individual soldier/item.....Occurs sometime in career/equipment service life.  
All soldiers exposed or item inventory.....Occurs sporadically or several times in inventory service life.

**Seldom** Individual soldier/item.....Possible to occur in career/equipment service life.  
All soldiers exposed or item inventory.....Remote chance of occurrence; expected to occur sometime in inventory service life.

**Unlikely** Individual soldier/item.....Can assume will not occur in career/equipment service life.  
All soldiers exposed or item inventory.....Possible, but improbable; occurs only very rarely.

**Risk Levels**

**Extremely High** Loss of ability to accomplish mission.

**High** Significantly degrades mission capabilities in terms of required mission standards.

**Medium** Degrades mission capabilities in terms of required mission standards.

**Low** Little or no impact on mission accomplishment.

Figure B-1. Risk Assessment Matrix

<b>RISK MANAGEMENT WORKSHEET</b>					
1. MISSION / TASK:		2. DTG BEGIN: END:		3. DATE PREPARED:	
4. PREPARED BY:					
5. HAZARD	6. INITIAL RISK LEVELS	7. CONTROLS	8. RESIDUAL RISK LEVEL	9. HOW TO IMPLEMENT	10. HOW TO SUPERVISE
11. CONTROLS EFFECTIVE					
12. Overall risk level after all controls are implemented (circle one) <b>LOW (L)   MODERATE (M)   HIGH (H)   EXTREMELY HIGH (E)</b>					
13. SIGNATURE OF RISK DECISION AUTHORITY: _____ Rank / Last Name / Duty Position / Organization					

Figure B-2. Risk Management Worksheet

Instructions for Completing the Risk Management Worksheet

- Blocks 1 - 4            Self-explanatory
- Block 5                Hazard – identify hazards by reviewing METT-TC factors for the mission or task. Additional factors include historical lessons learned, experience, judgment, equipment characteristics and warnings, and environmental considerations.
- Block 6                Initial Risk Level - assessment includes historical lessons learned, intuitive analyses, experience, judgment, equipment characteristics and warnings, and environmental considerations. Determine initial risk for each hazard by applying the risk assessment matrix. Enter the risk level (L - M - H - E) for each hazard.
- Block 7                Controls – develop one or more controls for each hazard to either eliminate the hazard or reduce the risk (probability and/or severity) associated with a hazardous incident. Specify who, what, when, where, and how for each control. Enter controls.
- Block 8                Residual Risk Level – determine the residual risk for each hazard by applying the risk assessment matrix. Enter the residual risk level (L - M - H - E) for each hazard.
- Block 9                How To Implement - decide how each control will be put into effect or communicated to the personnel who will make it happen (written or verbal instruction; tactical, safety, garrison SOPs; rehearsals).
- Block 10              How To Supervise - determine the best method for ensuring controls are in place and effective (such as random sampling, constant supervision, checklist, etc.).
- Block 11              Controls Effective - during AAR, determine whether new controls need to be developed, present controls are adequate, or controls are so constraining that the training is ineffective.
- Block 12              Determine Overall Mission/Task Risk - select the highest residual risk level and circle it. This level becomes the overall mission or task risk level.
- Block 13              Signature of Risk Decision Authority - the commander decides whether the controls are sufficient to accept the risk. If the risk is too great to continue the mission or task, the commander directs development of additional controls or modifies, changes, or rejects the COA.

## GLOSSARY

### ABBREVIATIONS/ACRONYMS

<b>AA</b>	assembly area
<b>AACG</b>	arrival airfield control group
<b>AAFES</b>	Army and Air Force Exchange Service
<b>AAM</b>	Army Achievement Medal
<b>AAR</b>	after-action review; after-action report
<b>AC</b>	Active Component
<b>ACIPS</b>	Army Casualty Information Processing System
<b>ACMS</b>	Automated Casualty Management System
<b>AD</b>	active duty
<b>ADC</b>	area damage control
<b>ADP</b>	automated data processing
<b>ADSN</b>	accounting and disbursing station number
<b>ADT</b>	active duty for training
<b>AFTB</b>	Army Family Team Building
<b>AG</b>	adjutant general
<b>AIS</b>	automated information system
<b>AM</b>	amplitude modulation
<b>AMC</b>	Army Materiel Command
<b>AMSCO</b>	Army management structure code
<b>ANCOC</b>	Advanced Noncommissioned Officer Course
<b>AO</b>	area of operations
<b>AOC</b>	area of concentration
<b>AOR</b>	area of responsibility
<b>APC</b>	accounting processing code
<b>APFT</b>	Army Physical Fitness Test
<b>APO</b>	Army Post Office
<b>APOD</b>	aerial port of debarkation
<b>APOE</b>	aerial port of embarkation
<b>AR</b>	Army regulation; Army Reserve
<b>ARTEP</b>	Army Training and Evaluation Program
<b>ASA-FM</b>	Assistant Secretary of the Army - Financial Management
<b>ASAT</b>	Automated Systems Approach to Training
<b>ASD</b>	Administrative Services Division
<b>ASI</b>	additional skill identifier
<b>ASO</b>	administrative services office(r)
<b>ASP</b>	ammunition supply point
<b>ATC</b>	Army Training Center
<b>ATMCT</b>	Air Terminal Movement Control Team
<b>ATSC</b>	Army Training Support Command
<b>AUEL</b>	automated unit equipment list
<b>AUTL</b>	Army Universal Task List
<b>BAH</b>	basic allowance for housing
<b>BAS</b>	basic allowance for subsistence
<b>BBPCT</b>	blocking, bracing, packing, crating, and tie-down
<b>BCOC</b>	base cluster operations center
<b>BDAR</b>	battle damage assessment repair
<b>BDOC</b>	base defense operations center
<b>BMC</b>	bulk mail center
<b>BN</b>	battalion
<b>BNCOB</b>	Basic Noncommissioned Officer Course
<b>BOS</b>	base operations support; battlefield operating system
<b>BSA</b>	brigade support area

<b>C2SRS</b>	command, control, and strength reporting system
<b>CA</b>	civil affairs
<b>CALFEX</b>	combined arms live fire exercise
<b>CALL</b>	Center for Army Lessons Learned
<b>CAPS</b>	Commercial Accounts Processing System
<b>CAS</b>	close air support
<b>CASCOM</b>	Combined Arms Support Command
<b>CATS</b>	combined arms training strategy
<b>CB</b>	chemical, biological
<b>CBR</b>	chemical, biological, and radiological
<b>CD</b>	Casualty Division
<b>C-E</b>	communications-electronic
<b>CFR</b>	casualty feeder report
<b>CH</b>	Chaplain
<b>CIF</b>	central issue facility
<b>CMF</b>	career management field
<b>CO</b>	company
<b>COA</b>	Comptroller of the Army; course of action
<b>COE</b>	contemporary operating environment
<b>COEA</b>	cost and operational effectiveness analysis
<b>COMSEC</b>	communications security
<b>CONUS</b>	Continental United States
<b>COOP</b>	Continuity of Operations Plan
<b>COPE</b>	custodian of postal effects
<b>COR</b>	contracting officer's representative
<b>COSCOM</b>	Corps Support Command
<b>CP</b>	command post; check point
<b>CPO</b>	Civilian Personnel Office
<b>CPOC</b>	Corps Personnel Operations Center
<b>CPR</b>	cardio pulmonary resuscitation
<b>CPX</b>	command post exercise
<b>CQ</b>	charge of quarters
<b>CRC</b>	CONUS Replacement Center
<b>CS</b>	combat support
<b>CSS</b>	combat service support
<b>CTA</b>	common table of allowances
<b>CTC</b>	Combat Training Center
<b>DA</b>	Department of the Army
<b>DACG</b>	departure airfield control group
<b>DAO</b>	Defense Accounting Office
<b>DAR</b>	daily activity report
<b>DCDR</b>	deputy commander
<b>DDN</b>	defense data network
<b>DE</b>	directed energy
<b>DEL</b>	deployment equipment list
<b>DEPEX</b>	deployment exercise
<b>DET</b>	detachment
<b>DFAS</b>	Defense Finance and Accounting Service
<b>DFBS</b>	Defense Finance Battlefield System
<b>DFR</b>	dropped from rolls
<b>DFSA</b>	Designated Finance Support Activity
<b>DFSC</b>	Defense Finance Service Center
<b>DFSO</b>	Division Finance Support Office
<b>DIF</b>	difficulty, importance, frequency
<b>DISCOM</b>	Division Support Command
<b>DIV</b>	division

<b>DJMPS</b>	Defense Joint Military Pay System
<b>DKIE</b>	decontamination kit, individual equipment
<b>DMM</b>	Domestic Mail Manual
<b>DO</b>	disbursing officer
<b>DOA</b>	direct obligation authority
<b>DOD</b>	Department of Defense
<b>DODAC</b>	Department of Defense Ammunition Code
<b>DODFMR</b>	Department of Defense Financial Management Regulation
<b>DODIC</b>	Department of Defense identification code
<b>DODPM</b>	Department of Defense Military Pay and Allowances Entitlements Manual
<b>DOPS</b>	Disbursing Office Processing System
<b>DOV</b>	disbursing office voucher
<b>DROT</b>	daily register of transactions
<b>DS</b>	direct support; decontaminating solution
<b>DSA</b>	division support area
<b>DSSN</b>	disbursing station symbol number
<b>DTG</b>	date-time group
<b>EARS</b>	Evaluation and Analysis Reports System
<b>ECCM</b>	electronic counter-countermeasures
<b>ECM</b>	electronic countermeasures
<b>ECSR</b>	enroute convoy support requirement
<b>EDAS</b>	Enlisted Distribution Assignment System
<b>EDRE</b>	emergency deployment readiness exercise
<b>EEFI</b>	essential elements of friendly information
<b>EIMW</b>	Equipment Inspection and Maintenance Worksheet
<b>EOC</b>	Emergency Operations Center
<b>EOD</b>	explosive ordnance disposal
<b>EPW</b>	enemy prisoner of war
<b>ER</b>	evaluation report
<b>ERB</b>	enlisted records brief
<b>ETA</b>	estimated time of arrival
<b>EW</b>	electronic warfare
<b>EXEVAL</b>	external evaluation
<b>FAO</b>	Finance and Accounting Office
<b>FASCAM</b>	family of scatterable mines
<b>FASD</b>	funding allowance system document
<b>FAST</b>	forward area support team
<b>FB</b>	finance battalion
<b>FCN</b>	fiscal control number
<b>FD</b>	finance detachment
<b>FDRI</b>	financial data reporting identifier
<b>FG</b>	finance group
<b>FINCOM</b>	finance command
<b>FM</b>	field manual
<b>FN</b>	foreign national
<b>FORSCOM</b>	(United States Army) Forces Command
<b>FRA</b>	funded reimbursement authority
<b>FRAGO</b>	fragmentary order
<b>FSB</b>	forward support battalion
<b>FST</b>	finance support team
<b>FSU</b>	finance support unit
<b>FTX</b>	field training exercise
<b>FY</b>	fiscal year
<b>GP</b>	group
<b>GPO</b>	Government Printing Office
<b>GRREG</b>	graves registration

<b>GS</b>	general support; general service
<b>GTA</b>	graphic training aid
<b>HAZMAT</b>	hazardous materials
<b>HG</b>	hand grenade
<b>HHC</b>	headquarters and headquarters company
<b>HHD</b>	headquarters and headquarters detachment
<b>HN</b>	host nation
<b>HQ</b>	headquarters
<b>HQDA</b>	Headquarters, Department of the Army
<b>IASO</b>	information assurance security officer
<b>IATS</b>	Integrated Army Travel System
<b>IAW</b>	in accordance with
<b>ICP</b>	Internal Control Program
<b>IDT</b>	inactive duty training
<b>IG</b>	Inspector General
<b>INTSUM</b>	intelligence summary
<b>IPB</b>	intelligence preparation of the battlefield
<b>IPR</b>	in-progress review
<b>ISR</b>	intelligence, surveillance, and reconnaissance
<b>ITO</b>	Installation Transportation Officer
<b>JFC</b>	Joint Force Commander
<b>JFTR</b>	Joint Federal Travel Regulation
<b>KIA</b>	killed in action
<b>LCX</b>	logistical coordination exercise
<b>LES</b>	leave and earnings statement
<b>LIN</b>	line item number
<b>LNO</b>	liaison officer
<b>LOC</b>	line of communications
<b>LOD</b>	line of duty
<b>LOI</b>	letter of instruction
<b>LOMAH</b>	location of miss and hit
<b>LP</b>	listening post
<b>MA</b>	marshaling area
<b>MACOM</b>	Major Army Command
<b>MAPEX</b>	map exercise
<b>MCP</b>	medical collection point
<b>MCSR</b>	Materiel Condition Status Report
<b>MCT</b>	movement control team
<b>MDMP</b>	military decision-making process
<b>MEDEVAC</b>	medical evacuation
<b>METL</b>	mission essential task list
<b>METT-TC</b>	mission, enemy, terrain, troops, time available, and civil considerations
<b>MHE</b>	materials handling equipment
<b>MI</b>	military intelligence
<b>MIJI</b>	meaconing, intrusion, jamming, interference
<b>MIL</b>	master incident list
<b>MILES</b>	Multiple Integrated Laser Engagement System
<b>MILPER</b>	military personnel
<b>MMPA</b>	master military pay account
<b>MOA</b>	memorandum of agreement
<b>MOOTW</b>	military operations other than war
<b>MOPP</b>	mission oriented protective posture
<b>MOS</b>	military occupational specialty
<b>MOU</b>	memorandum of understanding
<b>MOUT</b>	military operations on urban terrain
<b>MP</b>	military police

<b>MPC</b>	military payment certificate
<b>MPO</b>	Military Post Office
<b>MPPM</b>	Military Pay Procedures Manual
<b>MPS</b>	Military Postal Service
<b>MPSA</b>	Military Postal Service Agency
<b>MQS</b>	military qualification standards
<b>MRE</b>	meal, ready to eat
<b>MST</b>	Maintenance Support Team
<b>MSU</b>	Major Support Unit
<b>MTF</b>	medical treatment facility
<b>MTMC</b>	Military Traffic Management Command
<b>MTOE</b>	modified table of organization and equipment
<b>MTP</b>	mission training plan
<b>MWR</b>	morale, welfare, and recreation
<b>NBC</b>	nuclear, biological, and chemical
<b>NCS</b>	net control station
<b>NGB</b>	National Guard Bureau
<b>NOK</b>	next of kin
<b>NRP</b>	non-unit related personnel
<b>NSN</b>	nonstandard number
<b>NTC</b>	National Training Center
<b>OC</b>	observer/controller
<b>OCONUS</b>	outside continental United States
<b>OEG</b>	operational exposure guidance
<b>OFS</b>	officer foundation standard
<b>OMPF</b>	official military personnel file
<b>OP</b>	observation post
<b>OPCON</b>	operational control
<b>OPFOR</b>	opposing forces
<b>OPLAN</b>	operations plan
<b>OPORD</b>	operations order
<b>OPSEC</b>	operations security
<b>PAD</b>	Public Affairs Division; Personnel Actions Division
<b>PAI</b>	personnel asset inventory
<b>PAM</b>	pamphlet
<b>PAO</b>	Public Affairs Office
<b>PASR</b>	personnel accounting and strength reporting
<b>PBO</b>	property book officer
<b>PCI</b>	pre-combat inspection
<b>PCS</b>	permanent change of station
<b>PD</b>	personnel detachment; point of departure
<b>PDDE</b>	power-driven decontamination equipment
<b>PERSCOM</b>	personnel command
<b>PIR</b>	priority intelligence requirement
<b>PLL</b>	prescribed load list
<b>PM</b>	Provost Marshal
<b>PMCS</b>	preventive maintenance checks and services
<b>POD</b>	point of departure; port of debarkation
<b>POE</b>	port of embarkation
<b>POL</b>	petroleum, oils, and lubricants
<b>POM</b>	preparation for oversea movement
<b>POR</b>	preparation of replacements for oversea movement
<b>POV</b>	privately owned vehicle
<b>POW</b>	prisoner of war
<b>PRR</b>	personnel requirements report
<b>PSA</b>	port support activity

<b>PSB</b>	personnel services battalion
<b>PSD</b>	Personnel Systems Division
<b>PSNCO</b>	personnel staff noncommissioned officer
<b>PSR</b>	personnel summary report; personnel status report; personnel strength report
<b>PSS</b>	personnel service support
<b>PSSD</b>	Personnel Service Support Directorate
<b>PST</b>	personnel service team
<b>PTRO</b>	personnel transaction by originator
<b>PTRU</b>	personnel transaction register by unit
<b>RAA</b>	redeployment assembly area
<b>RAOC</b>	rear area operations center
<b>RC</b>	Reserve Component
<b>RD</b>	Replacement Directorate
<b>RES</b>	radiation exposure status
<b>RF</b>	Reserve Forces
<b>ROE</b>	rules of engagement
<b>RON</b>	remain overnight
<b>RRD</b>	replacement regulating detachment
<b>RP</b>	release point
<b>RT</b>	receiver transmitter
<b>RTD</b>	return to duty
<b>SA</b>	staging area
<b>SALUTE</b>	size, activity, location, unit, time, and equipment
<b>SBU</b>	sensitive but unclassified
<b>SCPE</b>	simplified collective protection equipment
<b>SDK</b>	skin decontaminating kit
<b>SF</b>	standard form
<b>SHELLREP</b>	shelling report
<b>SITREP</b>	situation report
<b>SJA</b>	Staff Judge Advocate
<b>SM</b>	soldier's manual
<b>SMCT</b>	soldier's manual of common tasks
<b>SOFA</b>	Status of Forces Agreement
<b>SOI</b>	signal operation instructions
<b>SOP</b>	standing operating procedures
<b>SP</b>	start point
<b>SPOD</b>	sea port of debarkation
<b>SPOE</b>	sea port of embarkation
<b>SPOTREP</b>	spot report
<b>SRP</b>	soldier readiness processing
<b>SSAN</b>	social security account number
<b>SSI</b>	signal supplemental instructions
<b>STANFINS</b>	Standard Finance System
<b>STATREP</b>	status report
<b>STB</b>	super tropical bleach
<b>STP</b>	soldier training publication
<b>STRAC</b>	standards in training commission
<b>STRIKEWARN</b>	strike warning
<b>STX</b>	situational training exercise
<b>T&amp;EO</b>	training and evaluation outline
<b>TA</b>	theater Army
<b>TAA</b>	theater Army area
<b>TACAIR</b>	tactical air
<b>TADSS</b>	training aids, devices, simulators, and simulations
<b>TAI</b>	target areas of interest
<b>TAMCA</b>	Theater Army Movement Control Agency

<b>TAPOC</b>	Theater Army Personnel Operations Center
<b>TB</b>	technical bulletin
<b>TC</b>	training circular
<b>TC-ACCIS</b>	Transportation Coordinator-Automated Command and Control Information System
<b>TCF</b>	tactical combat force
<b>TCO</b>	tactical control officer
<b>TCP</b>	traffic control point
<b>TDA</b>	table of distribution and allowances
<b>TDY</b>	temporary duty
<b>T&amp;EO</b>	training and evaluation outline
<b>TEWT</b>	tactical exercise without troops
<b>TFS</b>	Treasury Financial Service
<b>TG</b>	trainer's guide
<b>TM</b>	technical manual
<b>TMA</b>	training mission area
<b>TOC</b>	tactical operations center
<b>TOE</b>	table of organization and equipment
<b>TPFDD</b>	Time-Phased Force Development Data
<b>TRADOC</b>	(United States Army) Training and Doctrine Command
<b>TRP</b>	target reference point
<b>TSC</b>	Theater Support Command; Training Support Center
<b>TSOP</b>	tactical standing operating procedure
<b>TTP</b>	tactics, techniques, and procedures
<b>UAA</b>	unit assembly area
<b>UAV</b>	unmanned aerial vehicle
<b>UCMJ</b>	Uniform Code of Military Justice
<b>UEL</b>	unit equipment list
<b>UIC</b>	unit identification code
<b>UJTL</b>	Universal Joint Task List
<b>UMA</b>	unit marshaling area
<b>UMO</b>	unit movement officer
<b>UMT</b>	unit ministry team
<b>USASSI</b>	United States Army Soldier Support Institute
<b>USDA</b>	US Department of Agriculture
<b>USMTF</b>	United States message text format
<b>USPS</b>	United States Postal Service
<b>USR</b>	unit status report
<b>UXO</b>	unexploded ordnance
<b>WARNO</b>	warning order
<b>WCS</b>	weapon control system
<b>WMD</b>	weapons of mass destruction
<b>WSRO</b>	weapon system replacement operations
<b>XO</b>	executive officer
<b>Z</b>	zulu time (Greenwich Mean Time)

## **DEFINITIONS**

### **After-action review**

A professional discussion of an event, focused on performance standards, that enables soldiers to discover for themselves what happened, why it happened, and how to sustain strengths and improve on weaknesses. It is a tool leaders, trainers, and units can use to get maximum benefit from every mission or task.

### **Army Training and Evaluation Program (ARTEP)**

The cornerstone of unit training. It is the umbrella program used by the trainer and training manager in the training and evaluation of units. The ARTEP is a complete program enabling commanders to evaluate and develop collective training based on unit weaknesses, train the unit to overcome those weaknesses, and reevaluate. Success on the battlefield depends on the coordinated performance of collective and individual skills that are taught through the ARTEP MTP.

### **Combined Arms Training Strategy (CATS)**

The Army's overarching strategy for the current and future training of the force. Its basis is a series of branch proponent unit and institutional strategies describing training events, frequencies, and resources required to train to standard. These strategies describe how the Army will train the total force to standard in the institutions and units and through self-development. CATS also documents the quantity and justification for all training resources required to execute the training.

### **Military Qualification Standards (MQS) Manual (Will be replaced by OFS products)**

MQS manuals list all common, shared, and branch-specific critical individual tasks for officers. The MQS manuals establish critical tasks, professional knowledges, and special emphasis areas required for officers to successfully perform their jobs. These manuals also provide reference courses and job aids to assist in task performance and self-development. They include --MQS I Manual of Common Tasks (Precommissioning Requirements); MQS II Manual of Common Tasks for Lieutenants and Captains; MQS II branch manuals (Lieutenants and Captains); MQS III Leader Development Manual (Majors and Lieutenant Colonels).

### **Mission essential task list (METL)**

A compilation of collective mission essential tasks which must be successfully performed if an organization is to accomplish its wartime mission(s).

### **Serial**

A serial can be a group of people, vehicles, equipment, or supplies and is used in airborne, air assault, amphibious operations, and convoys.

### **Soldier Manual of Common Tasks (SMCT)**

A document which contains the critical tasks which every soldier must be able to perform in order to fight and win on the battlefield. It provides the conditions, standards, and performance measures for each common soldier critical task.

### **Soldier Training Publication (STP)**

Publications that contain critical individual tasks and other training information used to train soldiers in a specified MOS/SL. They standardize individual training; provide information and guidance in conducting individual training in the unit; and aid in training critical individual tasks. They consist of Soldier's Manuals, Trainer's Guides, Military Qualification Standards Manuals, and Officer Foundations Standards System Manuals.

**Soldier's manual (SM)**

List critical task summaries for a specific MOS and skill level (SL); provide conditions, standards, and performance measures for each critical task.; and are the base documents for all MOS-specific individual task training and evaluation.

**Warrior Ethos**

The Warrior Ethos forms the foundation for the American Soldier's spirit and total commitment to victory, in peace and war, always exemplifying ethical behavior and Army Values. Soldiers put the mission first, refuse to accept defeat, never quit, and never leave behind a fellow American. Their absolute faith in themselves and their comrades makes the United States Army invariably persuasive in peace and invincible in war.

## REFERENCES

### Army Regulations

AR 190-11	Physical Security of Arms, Ammunition, and Explosives 12 February 1998
AR 215-1	Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Funds Instrumentalities 25 October 1998
AR 220-1	Unit Status Reporting 10 June 2003
AR 220-10	Preparation for Oversea Movement of Units (POM) 15 June 1973
AR 27-1	Legal Services, Judge Advocate Legal Services 30 September 1996
AR 350-1	Army Training 9 April 2003
AR 350-41	Training in Units 19 March 1993
AR 37-104-4	Military Pay and Allowance Policy and Procedures-Active Component 30 September 1994
AR 37-64	Finance and Accounting for Special Mission Funds 1 December 1997
AR 380-19	Information System Security 27 February 1998
AR 380-5	Department of the Army Information Security Program 29 September 2000
AR 385-10	Army Safety Program 29 February 2000
AR 385-16	System Safety Engineering and Management 2 November 2001
AR 525-13 (DR)	Antiterrorism 1 April 2002
AR 530-1	Operations Security (OPSEC) 3 March 1995
AR 600-15	Indebtedness of Military Personnel 14 March 1986
AR 600-55	The Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing) 31 December 1993
AR 600-8-1	Army Casualty Operations/Assistance/Insurance 20 October 1994
AR 600-8-101	Personnel Processing (In-and-Out and Mobilization Processing) 18 July 2003
AR 608-99	Family Support, Child Custody, and Paternity 1 November 1994
AR 638-25	Armed Services Graves Registration Office 31 July 1974
AR 690-11	Mobilization Planning and Management 14 September 1990
AR 700-138	Army Logistics Readiness and Sustainability 16 September 1997
AR 700-84	Issue and Sale of Personal Clothing 28 February 1994
AR 750-1	Army Materiel Maintenance Policy and Retail Maintenance Operations 1 July 1996

### Department of Army Pamphlets

DA PAM 360-525	Family Assistance Handbook for Mobilization 1 January 1984
DA PAM 600-72	Army Manpower Mobilization 8 July 1990
DA PAM 600-8-1	Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures 1 March 1989
DA PAM 738-750	Functional Users Manual for the Army Maintenance Management System (TAMMS) 1 August 1994
DA PAM 750-35	Guide for Motor Pool Operations 1 August 1994

### Department of Defense Publications

DODFMR 7000.14-R, VOL 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures 1 May 2001
-------------------------	--

**Field Manuals**

FM 100-15	Corps Operations 29 October 1996
FM 100-17	Mobilization, Deployment, Redeployment, Demobilization 28 October 1992
FM 100-17-5	Redeployment 29 September 1999
FM 10-1	Quartermaster Principles 11 August 1994
FM 101-5	Staff Organization and Operations 31 May 1997
FM 10-23	Basic Doctrine for Army Field Feeding and Class I Operations Management 18 April 1996
FM 10-64	Mortuary Affairs Operations 16 February 1999
FM 12-6	Personnel Doctrine 9 September 1994
FM 14-100	Financial Management Operations 7 May 1997
FM 19-4	Military Police Team, Squad, Platoon Combat Operations 7 May 1993
FM 19-40	Enemy Prisoners of War, Civilian Internees, and Detained Persons 27 February 1976
FM 20-3	Camouflage, Concealment, and Decoys 30 August 1999
FM 21-10	Field Hygiene and Sanitation 1 June 2000
FM 21-20	Physical Fitness Training 30 September 1992
FM 21-60	Visual Signals 30 September 1987
FM 21-75	Combat Skills of the Soldier 3 August 1984
FM 22-51	Leaders' Manual for Combat Stress Control 29 September 1994
FM 24-1	Signal Support in the Airland Battle 15 October 1990
FM 24-18	Tactical Single-Channel Radio Communications Techniques 30 September 1987
FM 24-33	Communications Techniques Electronic Counter-Countermeasures 17 July 1990
FM 24-35	Communication-Electronics Operations Instructions (CEOI) 26 October 1990
FM 24-35-1	Signal Supplemental Instructions 2 October 1990
FM 25-5	Training for Mobilization and War 25 January 1985
FM 27-10	The Law of Land Warfare 18 July 1956
FM 3-0	Operations 14 June 2001
FM 3-07	Stability Operations and Support Operations
FM 3-100-4	Environmental Considerations in Military Operations 15 June 2000
FM 3-11	Multiservice, Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical Defense Operations 10 March 2003
FM 3-11.21	Multi-Service Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical Aspects of Consequential Management 12 December 2001
FM 3-11-3	NBC Contamination Avoidance 16 November 1992
FM 3-11-4	Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection 2 June 2003
FM 3-11-5	NBC Decontamination 28 July 2000
FM 3-19.30	Physical Security 8 January 2001
FM 3-19-30	Physical Security 8 January 2001
FM 3-25.26	Map Reading and Land Navigation 20 July 2001
FM 34-54	Technical Intelligence 30 January 1998
FM 34-60	Counterintelligence 3 October 1995

FM 3-90	Tactics 4 July 2001
FM 4-0	Combat Service Support 29 August 2003
FM 4-02	Force Health Protection in a Global Environment 13 February 2003
FM 4-02.283	Treatment of Nuclear and Radiological Casualties 20 December 2001
FM 4-02.6	The Medical Company - Tactics, Techniques, and Procedures 1 August 2002
FM 4-02.7	Health Service Support in a Nuclear, Biological, and Chemical Environment, Tactics, Techniques, and Procedures 1 October 2002
FM 4-25.11	First Aid 23 December 2002
FM 4-30.3	Maintenance Operations and Procedures 1 September 2000
FM 44-8	Combined Arms for Air Defense 1 June 1999
FM 44-80	Visual Aircraft Recognition 30 September 1996
FM 55-10	Movement Control 9 February 1999
FM 55-12	Movement of Units in Air Force Aircraft
FM 55-15	Transportation Reference Data 27 October 1997
FM 55-30	Army Motor Transport Units and Operations 27 June 1997
FM 6-22-5	Combat Stress 23 June 2000
FM 7-0	Training the Force 22 October 2002
FM 7-1	Battle Focused Training
FM 7-10	The Infantry Rifle Company 14 December 1990
FM 7-20	The Infantry Battalion 6 April 1992
FM 7-8	The Infantry Platoon and Squad (Infantry, Airborne, Air Assault, Ranger) (How to Fight) 22 April 1992
FM 8-10-26	Employment of the Medical Company (Air Ambulance) 16 February 1999
FM 8-10-6	Medical Evacuation in a Theater of Operations, Tactics, Techniques, and Procedures 14 April 2000
FM 8-284	Treatment of Biological Warfare Agent Casualties 17 July 2000
FM 8-285	Treatment of Chemical Agent Casualties and Conventional Military Chemical Injuries 22 December 1995
FM 8-42	Combat Health Support in Stability Operations and Support Operations 22 October 1997
FM 8-55	Planning for Health Service Support 9 September 1994
FM 8-9	NATO Handbook on the Medical Aspects of NBC Defensive Operations 1 February 1996

### Graphic Training Aids

GTA 44-2-10	Aircraft Recognition Playing Cards
-------------	------------------------------------

### Joint Publications

JP 3-07.2	Joint Tactics, Techniques, and Procedures for Antiterrorism 17 March 1998
JP 3-09	Doctrine for Joint Fire Support 12 May 1998
JP 3-09.3	Joint Tactics, Techniques, and Procedures for Close Air Support (CAS) 1 December 1995
JP 3-54	Joint Doctrine for Operations Security 24 January 1997
JP 4-01.3	Joint Tactics, Techniques, and Procedures for Movement Control 21 June 1996
JP 4-06	Joint Doctrine and Joint Tactics, Techniques, and Procedures for Mortuary Affairs Operations

**Other Product Types**

FC 100-37-1

FORS REG 55-1

Unit Terrorist Counteraction

Unit Movement Planning 1 October 1995

**Technical Manuals**

TM 750-244-3

Procedures for Destruction of Equipment to Prevent Enemy Use (Mobility  
Equipment Command) 23 September 1969

<b>ARTEP MISSION TRAINING PLAN USER FEEDBACK</b>	
For use of this form, see the applicable ARTEP MTP; the proponent agency is TRADOC.	
An important aspect of the MTP is user feedback. To produce the best possible product that meets the needs of the leader and trainer, your opinion of this product is solicited and will be helpful in the development of future products and revisions to this product. Please answer all questions frankly by checking your response or by providing specific comments.	
1. MTP NUMBER	2. DATE (YYYYMMDD)
3. MTP TITLE	
4. NAME	5. DUTY POSITION
6. ADDRESS	7. PHONE NUMBER
	8. FAX PHONE NUMBER
	9. E-MAIL ADDRESS
YES <input type="checkbox"/> NO <input type="checkbox"/> 10. Do chapters 1 through 6 and the appendices aid in the understanding and use of this MTP?	
YES <input type="checkbox"/> NO <input type="checkbox"/> 11. Are training objectives complete, correct, and clear?	
YES <input type="checkbox"/> NO <input type="checkbox"/> 12. Is the MTP written so that it is usable by the first-line supervisor?	
YES <input type="checkbox"/> NO <input type="checkbox"/> 13. Are the conditions and standards realistic?	
14. COMMENTS	

By Order of the Secretary of the Army

**PETER J. SCHOOMAKER**  
General, United States Army  
Chief of Staff

Official:



**JOEL B. HUDSON**  
Administrative Assistant to the  
Secretary of the Army  
0328305

**DISTRIBUTION:**

*Active Army, Army National Guard, and U.S Army Reserve:* Not to be distributed.  
Electronic Means Only.

**PIN: 073066-000**